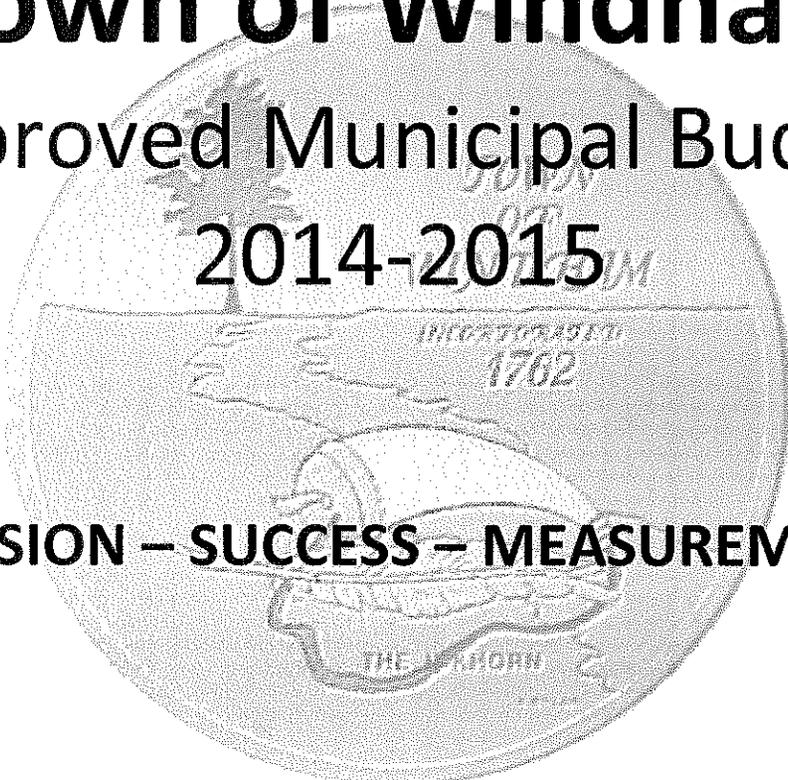


# **Town of Windham**

## **Approved Municipal Budget**

### **2014-2015**



**MISSION – SUCCESS – MEASUREMENT**

June 14, 2014

**Town of Windham**  
 Approved Municipal Budget 2014-2015  
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The following are appended in electronic form:

- Property Condition Assessment (Oak Point Associates, 2013)
- Pavement Management Report (Gorrill-Palmer, 2013)
- Municipal Facilities Space Needs Study and Master Plan  
(SMRT, 2014 – draft)

# Town of Windham

Office of the Town Manager  
8 School Road  
Windham, ME 04062

**Anthony T. Plante, Town Manager**  
atplante@windhammaine.us

**June 14, 2014**

## **APPROVED BUDGET SUMMARY.**

The budget as approved by town meeting on June 14, 2014 is \$14,552,736. It represents an increase in spending of 1.4% over fiscal year 2013-2014 and includes a municipal tax levy increase of 6.2%. The budget as approved complies with the statutory property tax levy limit, however, at \$274,918 below the amount allowed without a separate authorizing vote by town meeting.

Programs and services remain largely as they were in fiscal 2013-2014. Work is expected to continue on an update of the town's comprehensive master plan (funded in fiscal years 2012-2013 and 2013-2014) and improvements to Donnabeth Lippman Park (through recreation program fund balance and grant proceeds). The most significant change to services is in the Fire-Rescue Department, where two per-diem rescue personnel will staff North Windham station from 7:00 p.m. to 7:00 a.m. in an effort to improve nighttime response times.

During budget discussions the finance committee (the Council sitting as a committee of the whole) restated and supported the principle of managing sworn personnel staffing levels in the Police Department as an overall target and not a fixed headcount. The intent is to maintain staffing levels through expected amounts of turnover as well as to help contain overtime costs.

Temporary or seasonal staffing will continue to be used in Buildings & Grounds Maintenance to help improve cemetery maintenance. And some seasonal help will be funded through the road improvement budget (account 9120) to increase the amount of road work (ditching, culverts, other pavement preparation) accomplished in an already short season.

Items of note by section of the approved budget:

#### ADMINISTRATIVE SERVICES

- 1110, Town Council, reduced anticipated legal expenses.
- 1120, Town Manager's Office, added funding for assistance with searches for police chief and fire-rescue chief in anticipation of their retirements during fiscal 2014-2015.
- 1150, Community Participation, increased funding to Windham Drifters based on actual snowmobile registrations in the prior year, added funding from TIF for holiday lights and banners.
- 1180, Economic Development, funding based on part of the Windham Economic Development Corporation's proposed work plan, with additional funding during the year possible as work is completed and approval received from the Council.

#### PUBLIC WORKS SERVICES

- 2110, Administration, added funds for asset management/work order management software monthly costs with MyGov (see also Code Enforcement Services and IT capital).
- 2130, Traffic Safety, funding for second round of pavement marking in North Windham was not included in the approved budget.
- 2210, Building Maintenance, continues to include funding for seasonal grounds crew to improve cemetery maintenance.
- 2910, Solid Waste, owner community assessments at ecomaine have been eliminated, a reduction of \$124,205.

#### POLICE SERVICES

- 3110, Police Safety, the staffing level of 26 sworn law enforcement officers is to be regarded as an average target for the year, not a fixed number. The intent is to allow flexibility to have one or more new officers "in the pipeline" to address anticipated turnover, to provide the level of staffing intended in the budget, and to help control overtime expenses.
- 3120, Public Safety Communications, reflects the most recent three year contract with the Cumberland County Regional Communications Center. The new contract was aligned with the July 1 – June 30 fiscal year, with the figure for 2014-2015 representing effectively two annual adjustments. Other communities went onto the new contract as of January 1; Windham had a contract running through June 30, 2014 that did not include the first per capita rate increase.

#### FIRE-RESCUE SERVICES

- 4110, Fire-Rescue Services, includes funding for two per-diem rescue personnel to staff North Windham station from 7:00 p.m. to 7:00 a.m. in an effort to improve nighttime response times.

#### RECREATION & CULTURAL SERVICES

- 5111, Recreation Programs, revenue (R0416) was reduced to \$170,000 to more closely reflect actual revenues and reduce the amount of offset against administrative costs for running programs.
- 5510, Library Services, reflects continued work to implement MINERVA as the library's electronic collection management system and be part of the statewide consortium. Staffing was not adjusted to handle the additional workload, but library staff is working to realign duties, hours, and schedules to prepare for this change.

#### PROPERTY & INSPECTION SERVICES

- 6110, Code Enforcement Services, includes monthly funding for MyGov permit management and tracking software to replace existing PROCIS system.
- 6121, Comprehensive Master Plan, no funding was planned or included for fiscal 2014-2015 as it had been funded for the two previous fiscal years, with the effort being brought back on schedule and on budget during the latter half of fiscal 2013-2014.

#### SOCIAL SERVICES

- 8110, Social Services, revenue (R0484) from the Town of Gorham for providing general assistance administration was increased from \$13,460 in fiscal 2013-2014 to \$17,000 in the manager's proposed budget and \$27,000 in the approved budget, reflecting actual client caseloads over the previous 6-9 months.
- 8120, Social Service Agency Funding, reduced food pantry funding to \$0 in light of contributions from the community in terms of both cash and food drives that have made taxpayer support at this time less critical. Funding (\$3,400) was also reprogrammed to Windham Neighbors Helping Neighbors (NHN) from the Human Services Advisory Committee's recommendation to fund The Opportunity Alliance. The funding for NHN is intended to provide up to ten Windham households with emergency fuel assistance for the coming season.

#### CAPITAL OUTLAY & FIXED CHARGES

- 9110, Capital Equipment Replacement, reduced from the proposed budget to the same level as fiscal 2013-2014 in view of anticipated fund balances into the future.
- 9120, Road Improvements, maintained at the same level as fiscal 2013-2014 and continuing the practice of funding seasonal help to supplement the public works crew and provide for related equipment rental and services in addition to materials and paving.
- 9130, Building Improvements, by providing funding to the building improvements fund in the same way as capital equipment, funding over a multi-year cycle allows more projects to be funded and completed in some fiscal years and fewer in others while maintaining stable funding from year to year.
- 9140, Land & Facilities Improvements, funded from fund balance in fiscal 2013-2014, not funded for 2014-2015.

Overall, the operating budget for fiscal 2014-2015 represents an increase of 3.5% over fiscal 2013-2014, while the capital budget (including sewer and bonded debt, but not including contingency) has decreased by nearly 8.1%, combining for the overall increase of 1.4%.

In addition to this summary, the budget document includes:

- A digest of amendments made (or proposed and not made) to the manager's proposed budget and the finance committee's recommended budget.
- A copy of the manager's budget transmittal.
- A summary statement of total approved revenues and appropriations.
- Individual revenue and appropriations summaries.
- Revenue notes.
- Individual department and division spreadsheets and notes.
- Capital improvement program summary statements.
- Individual capital project information sheets (for capital equipment and building improvements only).
- A complete listing of all object (line item) accounts.
- An object summary subtotalling all object (line item) accounts.
- A fiscal year wage summary for positions included in the budget.

<b>Town of Windham</b>									
<b>Municipal Budget FY 2014-2015</b>									
<b>Budget Amendments Digest</b>									
6/13/14 2:46 PM		(figure = approved; n = not approved; p = postponed; w = withdrawn)							
<b>Amnd#</b>	<b>Account</b>	<b>Purpose</b>	<b>Proposed</b>	<b>Approved</b>	<b>Budget</b>	<b>Revenues</b>	<b>Budget Updated</b>	<b>Notes Updated</b>	
	As proposed				14,513,843	14,513,843			
<b>Staff Recommended Amendments</b>									
S1	3110-43050	Clothing, uniform allowances	11,765	11,765	11,765		y	y	
S2	4110-41030	Rescue call coverage	(18,988)	(18,988)	(18,988)		y	y	
		<b>Total</b>	<b>(7,223)</b>	<b>(7,223)</b>					
<b>Finance Committee Amendments</b>									
F1	R0411	Building permit fees	(15,000)	n (0-7)			na	na	
F2	1110-42010	Legal services	(10,000)	(10,000)	(10,000)		y	y	
F3	1150-44070	Contribution to Drifters	1,200	1,200	1,200		y	y	
F4	1150-44070	Contribution to Historical Society	(3,000)	n (ns)			na	na	
F5	5120-43010	Reduce Lincoln Field maintenance	(3,000)	(3,000)	(3,000)		y	y	
F5	R0486	Reduce Lincoln Field fees	(3,000)	(3,000)		(3,000)	y	y	
F6	5510-42050	Library copier contract	495	495	495		y	y	
F7	6110	Various adjustments	(4,830)	(4,830)	(4,830)		y	y	
F8	6110-43300	Reduce copier contract costs	(500)	(500)	(500)		y	y	
F9	7510-42030	Reduce professional services	(1,120)	(1,120)	(1,120)		y	y	
F10	R0484	Increase GA admin revenue	10,000	10,000		10,000	y	y	
F11	R0416	Reduce rec program rev to actual	(24,500)	(24,500)		(24,500)	y	y	
F12	8120-44070	OA to \$6,400; NHN to \$3,400	-	-	-		y	y	
F13	1180-44070	Reduce WEDC funding	(100,583)	(100,583)	(100,583)		y	y	
F13	R0498	Reduce TIF revenue	(100,583)	(100,583)		(100,583)	y	y	
F14	9110	Reschedule Loader 25 to FY 2016	-	-	-		y	y	
					14,388,282	14,395,760			



# Town of Windham

Office of the Town Manager  
8 School Road  
Windham, ME 04062

**Anthony T. Plante, Town Manager**  
atplante@windhammaine.us

March 31, 2014

## PREFACE.

Title 30-A, Section 5681 of the Maine Revised Statutes Annotated reads, in part:

**1. Findings and purpose.** The Legislature finds that:

- A. The principal problem of financing municipal services is the burden on the property tax; and
- B. To stabilize the municipal property tax burden and to aid in financing all municipal services, it is necessary to provide funds from the broad-based taxes of State Government.

Why open the annual manager's budget transmittal with a quote from state law about revenue sharing? Because the actions of Maine legislatures and governors of both major parties have had, and will continue to have, a direct effect on the budgets of Maine cities and towns, Windham included. Cuts to revenue sharing in recent years have reduced the state's commitment to property tax relief and shifted a disproportionate share of the state's budget problems on the property taxpayers of Maine's cities and towns.

As part of the budget process for the last few years the manager has provided the Council with a budget outlook in January and sought input and guidance on the preparation of the coming fiscal year's spending plan. This year was no different, with sentiment ranging from preparing a budget that meets what we understand the town's mission to be, to one that maintains current levels of programs and services, to one that does not increase in the property tax levy (and showing whether and to what extent an increase would be necessary). The budget package that follows addresses, at least in part, all of those.

## ZERO TAX INCREASE MODEL.

A budget model reflecting no increase in the tax levy is included in the manager's budget submittal package. It is not, however, the manager's proposed or recommended budget. It is in response to one of the sentiments expressed during the Council budget guidance discussion, to prepare a budget with no increase in the property tax levy, showing why any increase would be necessary.

The zero tax increase model maintains current programs, services, staffing, and principles in the operating budget, but fails to adequately fund capital, and still ends with a deficit of nearly \$360,000. The deficit is the direct result of the reduction in municipal revenue sharing from the State of Maine, following multiple years of raids by legislatures and governors of both major parties.

How would a revenue shortfall of \$360,000 be addressed without a tax increase? There is no one answer to this question, but the choices would fall into the following categories, and generally in the following order of preference:

- Increase non-tax revenue
- Reduce operating spending
- Reduce capital spending

### *Increasing Non-Tax Revenue.*

Maine's cities and towns have little leeway when it comes to generating non-tax revenue. Intergovernmental revenue, such as revenue sharing, at least as recent history shows us, is unpredictable and unreliable as well as being outside the town's control. What comes in comes in. Similarly, excise taxes, registration and other state agent fees are set by the state, limiting revenue potential to efforts to improve collection, such as follow up with owners of unlicensed dogs to pay registration fees and penalties.

Service fees, or user fees, for town services are limited by law only certain types of activities and can only be based on the reasonable cost of providing the program or service – anything more could be found to be an illegal tax. The town charges license and permit fees, and user fees for a number of things (building permits, parks and recreation programs, curbside trash collection, and rescue calls to name some of the most significant). Adjustment of those fees on a periodic basis is appropriate, but will not (and cannot) address how other services will be paid for.

*Through case law, the courts have established some criteria upon which user fees should be based. They include:*

- 1) The fee charged must provide a direct benefit to a party in exchange for payment in a way not shared by other members of society.*
- 2) The fee must be optional with the party having the option of not using the government service.*
- 3) The charge must compensate the specific government office for the provided service only: the fees received must not be collected with the purpose of raising revenues beyond the cost of the provided service.*

*“User Fees: When given the choice, most citizens prefer service charges and user fees over property taxes to fund municipal services.”  
Maine Townsman, January 1994. Michael L. Starn, Editor.*

Gifts and grants are largely unpredictable, limited in amount and often narrow in scope, making them unsuitable for funding ongoing basic services, even while they still should be utilized for specific programs, projects, or improvements where the potential benefits outweigh the cost of securing them.

#### *Reducing Operating Spending.*

Reducing operating expenses can take on a few shapes, again, generally in the following order of preference:

- Identifying and implementing operating efficiencies without reducing the quantity or quality of a service
- Reducing the quantity of a given service
- Eliminating services
- Reducing the quality of a given service

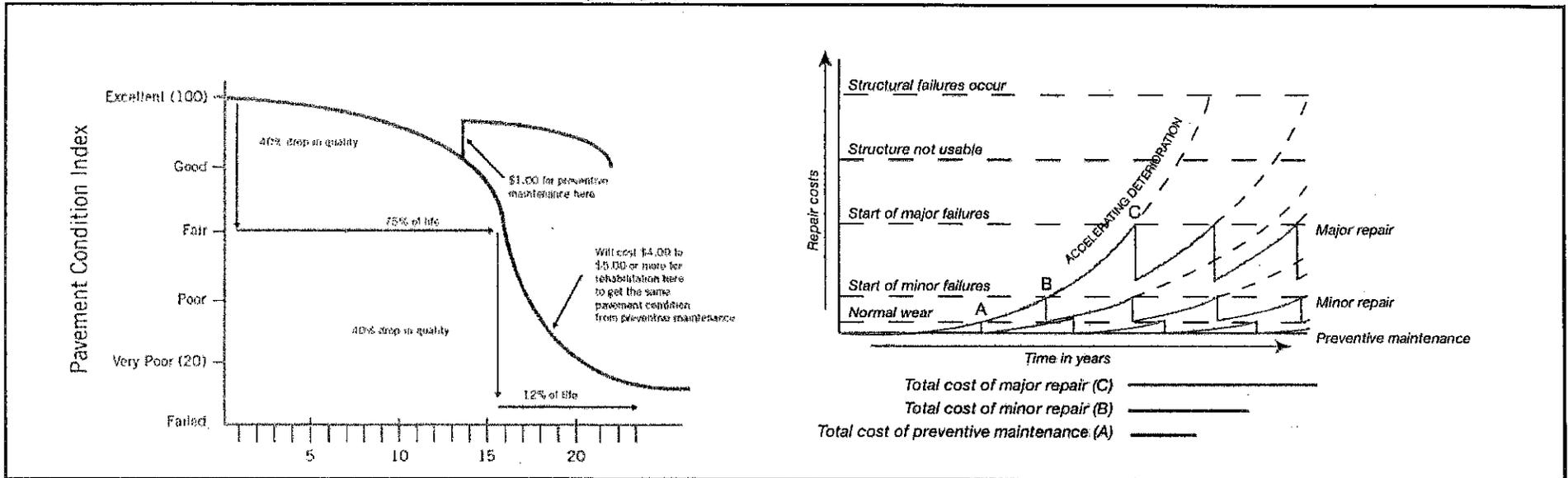
Taking any, or all, of these approaches would seem to require an understanding of the purpose for a given activity, program, agency, office, or department. While reducing spending is always something that sounds good, reducing it without an understanding of the impact could prove more costly later – in terms of unanticipated consequences, or the cost of reinstating a program or service, rebuilding the capacity to undertake that activity once it has been given up.

Identifying and implementing operating efficiencies requires actually identifying both the efficiency and the measurable cost savings that would result from implementation. Reducing funding without identifying specific efficiencies is relying on an assumption that may prove not to be true, likely resulting in an unexpected reduction in the quantity and/or quality of the affected service.

Why is eliminating a service not last in the order of preference? Because if we're going to do something, it's worth doing right, and worth doing at a level that is meaningful and will deliver the benefit to the community. Doing less than that, or doing it at a lesser quality (mainly showing up in a degradation of response or turnaround time), only maintains the appearance of doing something while being a source of frustration for both those trying to access or expecting to benefit from the service and those tasked with providing the service. Put another way, if something is worth doing, it's worth doing right, or not at all.

*Reducing Capital Spending.*

*Maintenance and Repair of Roads (left) and Buildings (right).*



Reducing capital spending beyond what is deemed necessary to preserve the condition of physical assets and equipment used to provide services is short-sighted. As the graphs above illustrate, what appears to be a savings today is a greater cost postponed until tomorrow, what has been popularly called "kicking the can down the road." Deferred maintenance is often easy to justify because its effects usually take time to appear, and we always want to think that funding will be available "next year."

*Balancing the Zero Tax Increase Model.*

The zero tax increase model's operating appropriations maintain staffing levels already in the approved budget, provides the same services and operations, follows the same principles as the approved budget and meets the town's contractual obligations, but does not expand the mission of any office or department. With capital spending at fiscal 2014 levels, except for Land & Facilities Improvements, which was capitalized using recreation program fund balance, the zero tax increase model's deficit is nearly \$360,000. Adding funding to capital to meet existing plans adds as much as another \$700,000, bringing the total shortfall to as much as \$1,060,000.

Cutting as much as \$1 million from a \$12 million budget would not be achieved through small measures. It would require wholesale examination, or elimination, of one or more of the functions provided by the town, as can be seen by looking at the appropriation summary to see where numbers of that magnitude are. Again, addressing questions about the community's values and the town's mission would be vitally important. What is it we value? What are we here to do?

## BUDGET TRANSMITTAL.

In accordance with Article III, Section 2(A)(5) and Article V, Section 2 of the Charter, I hereby submit the Town Manager's proposed budget for the fiscal year July 1, 2013 through June 30, 2014. As presented, the budget breaks down as follows:

<u>Component</u>	<u>Amount</u>	<u>Change%</u>
<b>Revenues</b>		
Property Taxes	\$ 8,023,165	4.7%
<u>Other Revenues &amp; Fees</u>	<u>6,490,678</u>	<u>(2.9%)</u>
Total Revenues	\$ 14,513,843	1.2%
<b>Expenditures</b>		
Operating	\$ 11,971,962	3.2%
<u>Capital</u>	<u>2,541,881</u>	<u>(7.5%)</u>
Total Expenditures	\$ 14,513,843	1.2%

The proposed property tax levy is below the statutory limit of \$8,415,059 by \$391,894, or 4.7%.

### *Budget Approach.*

The manager's proposed budget for 2014-2015 is \$14,513,843, a 1.2% increase from 2013-2014. The proposed operating budget has increased by 3.2%, while capital funding for equipment, road, and other improvements would decrease 7.5%. The decrease in capital comes mainly from Land & Facilities Improvement, capitalized with funds from a bequest and the recreation program fund in fiscal 2014, but is unfunded in the manager's proposal for fiscal 2015.

In January the Council was briefed on the challenges and various factors involved in putting together a budget that maintained the current levels of programs and services and maintained the town's capital assets. Since 2009 changes in the overall economy and the town's revenue picture have resulted in reductions to staffing, office hours, programs, and services. The state's persistent budget problems have, in turn, resulted in proposals that turned many cities' and towns' budget processes upside down. The situation is somewhat stable at this point, but only at a level that represents a significant reduction in revenue to the town.

The manager's proposed budget for 2015 is presented in two parts; the budget proposal which mainly continues current levels of programs and services with some adjustment here and there, continues to deliver on council goals and work on long-term planning, and maintains current levels of effort with respect to most areas of capital investment - equipment, roads, and buildings; and a "supplemental levy" for additional capital funding needed to meet – or get closer to – levels in existing, approved, and draft plans.

The central idea behind the supplemental levy is that the 2014 budget reflects the council's overall judgment of what, and to what level, the town should be providing services. There are, however, some long-standing capital investment needs and emerging operational needs, which are over and above the current level of effort and investment. Though there are many more of them, a few have been identified for consideration of additions to the property tax levy, some which can be done within the levy limit, and others that would require a separate vote to increase the levy limit at town meeting. Doing so would provide an opportunity for the council, and the voters, to express their priorities and willingness (or not) to raise the level of services and/or capital investment.

*Mission, Success, and Measurement.*

Over the last couple of years we have increased our focus on mission, success, and measurement. With the budget discussions of the last few years it has become increasingly apparent how difficult it is to have meaningful discussion without an understanding of what a department or office is supposed to do, at what level it is supposed to do it, and how to objectively determine whether it is accomplishing its mission. Though the effort is still a work in progress, throughout the 2014 proposed budget are discussions of mission, success, and measurement.

With respect to a particular office's or department's mission we seek to define our purpose, to express what is at the core of what we do. Success is about definition; we may know the full scope of what it is a department is expected to do, but at what level are we trying to do it and how will we know whether we are being successful? We are also working to find meaningful ways to measure things that demonstrate success at accomplishing the mission. Because this is a relatively new focus in municipal government we lack many of the systems for tracking performance that businesses use (the necessary lack of a "bottom line" in most areas, for example), we are starting with those areas where we already collect data that can be used to create high quality performance indicators.

In four key areas of the budget – public works, police, fire-rescue, and capital – we have highlighted measures of where the town currently stands, in terms of achievement or funding, relative to its mission:

**Percent of annual public works maintenance completed (higher is better)**

☉ :31% (Ditching = 33%; Catch basin repair = 30%; Roadside mowing = 30%)

**Percent of national violent crime clearance rate (higher is better)**

☉ :86% (Windham 2012 = 47.1%; Nationwide Group V = 54.5%)

**Nighttime average fire-rescue response times compared to daytime (<=100% is better)**

☉ :144% (2013 nighttime average = 10.877 minutes; daytime = 7.563 minutes)

**Capital funding level based on known needs and/or approved plans (higher is better)**

☉ :52% (Equipment replacement, roads, buildings, other facilities)

*Municipal Operations & Capital Expenditures.*

Department heads were directed to prepare preliminary budgets based on our shared understanding of the mission for their particular office or department. Where the scope and extent of the mission exceeds what we are doing now, or if there is a particular service or program need a department head has identified, they were asked to include what it would take to meet – or move in the direction of meeting – that need. Some of these proposals included additional positions. None of the proposals to add staff are included in the manager’s budget: Making up for the loss of revenue sharing by the State of Maine will already place a significant additional burden on taxpayers.

Capital equipment replacement spending is planned on a multi-year basis; the amount is managed over time while purchases and payments may vary considerably from one year to the next. The capital equipment replacement plan is funded at \$625,000 for 2014 and is currently planned to increase to \$675,000 in 2015 and gradually increase to \$775,000 per year by 2019.

Budget Transmittal  
March 31, 2014

Road improvement funding remains at \$750,000 for 2015. Another pavement condition rating (PCR) survey was conducted in the fall of 2013; spending on local roads alone is recommended to be at least \$1,000,000 per year. The PCR survey helps guide decisions about the work to be done.

Building improvement funding is based, in part, on the findings of a 2013 property condition assessment. Facilities renovations or replacement plans are based on a space needs analysis and facilities master plan. That plan is still in draft form, and priorities have yet to be set formally through review and discussion with the Council and other stakeholders. Preliminary recommendations have been included in the capital plan to begin establishing a sense of how much investment is likely to be needed in the years ahead.

*Use of Fund Balance.*

Use of fund balance in the manager's proposed budget for 2015 is limited to \$200,000 and is broken down as follows:

Offset against General Contingency (account 9910)	\$ 100,000
<u>Offset against Energy &amp; Weather Emergency fund (account 9920)</u>	<u>100,000</u>
Total	\$ 200,000

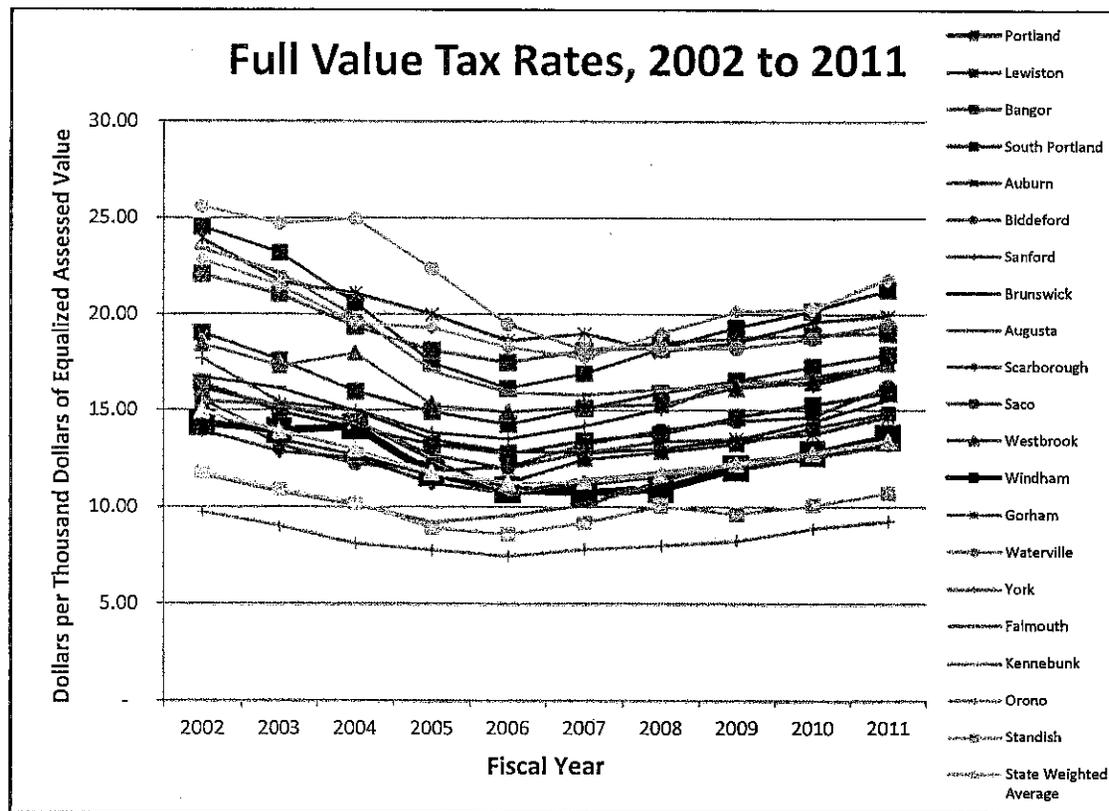
As of June 30, 2013 the town had exceeded its overall fund balance target of 16.67% but, pursuant to its policies, none of the amount in excess of the target was attributable to unassigned fund balance, leaving no fund balance to be used for capital investments or reductions in property taxes.

Revenue sharing, as outlined in the "zero tax increase model" discussion, above, has become increasingly unreliable in recent years. It is prone to being used to balance the state's budget at the expense of local property taxpayers. As a result, it no longer seems responsible for the town to plan on receiving it, and I propose to phase it out of the budget over the next two years (fiscal 2016 and 2017). For 2015, we will carry the current actual estimate, not using any fund balance to make up for the loss, and then reduce the estimate (regardless of what the actual turns out to be – unless it is less, of course) to \$325,000 in fiscal 2016, and to zero in fiscal 2017. Any revenue sharing actually received would lapse to fund balance at the end of the year and could be used, according to the town's fund balance policy, to reduce taxes or fund capital projects in subsequent years.

*Tax Rate Impact.*

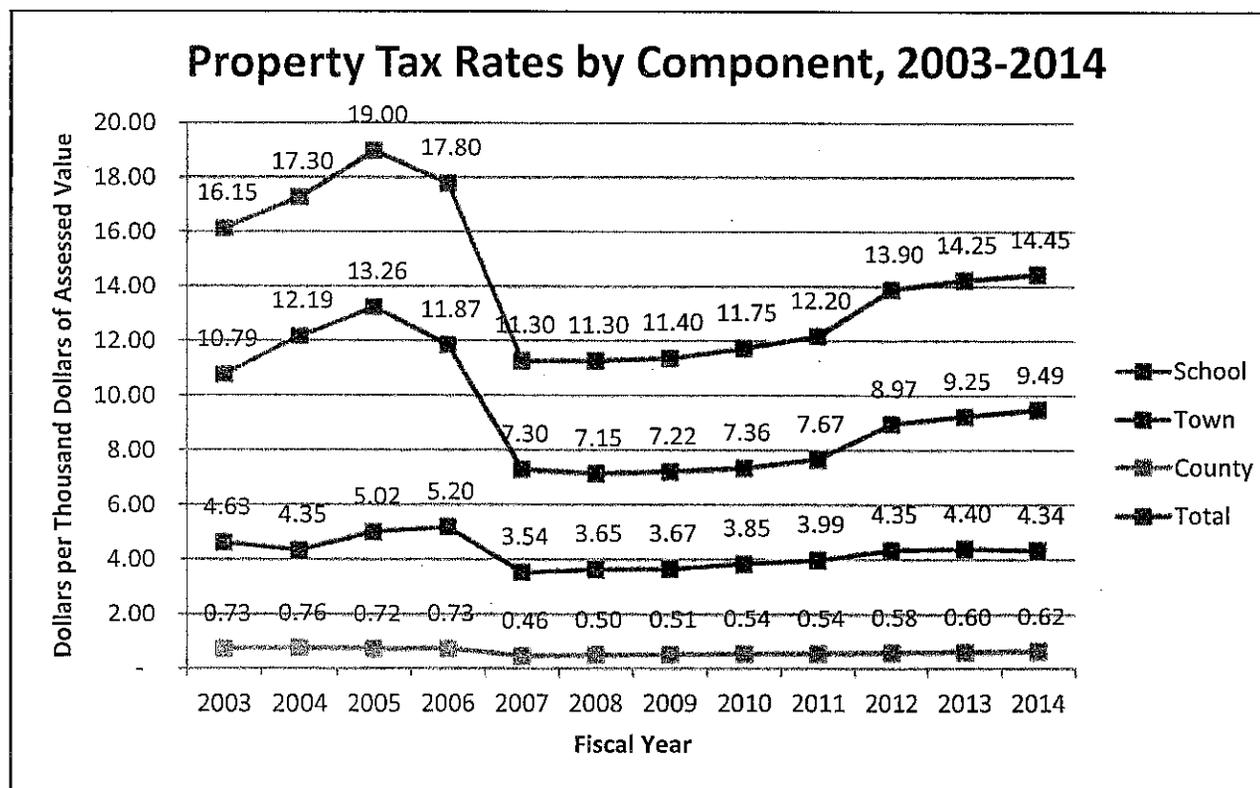
For the most recent ten years for which data are available, 2002 to 2011, Windham's property tax rate was consistently around the statewide average for the state's twenty most populous cities and towns, sometimes a little lower, rarely any higher.

*Property Tax Rates, Top 20 Maine Communities by Population.*



Based on the manager's proposed budget with the tax levy \$391,894 below the statutory limit and an expected slight increase in taxable value, the municipal portion of the tax rate would increase by about 4%.

Municipal services and capital spending account for roughly one third of every property tax dollar. The balance of the taxes property owners pay is made up by the county tax assessment and Windham's share of the Windham-Raymond School District (RSU 14) budget, which has yet to be determined. Property tax rates (not equalized) by component (school, town, and county) from 2003 to 2014 are shown in the graph below.



Budget Transmittal  
March 31, 2014

*Conclusion.*

The manager's proposed budget for 2014-2015 continues to put more focus on understanding and delivering on the mission of the town's various departments, offices, and agencies. We will need that better understanding to make the decisions ahead. What does this community value? What are its priorities? What are its goals? How will we achieve those goals? These are the questions we need to answer.

We look forward to working with the Council and the community for the year ahead, and for the future.

Respectfully,

A handwritten signature in black ink, appearing to read 'ATP', followed by a long horizontal line extending to the right.

Anthony T. Plante  
Town Manager

# TOWN of WINDHAM

ZERO TAX INCREASE MODEL 2014-2015

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## SUMMARY STATEMENT OF ESTIMATED REVENUES AND PROPOSED APPROPRIATIONS

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	FY 2014 Approved Budget	FY 2015 Preliminary Budget	FY 2015 Zero Tax Increase	FY 2015 Council Approved
<b>Budget Proposal</b>				
Estimated Revenues	\$ 14,346,348	\$ 14,114,027 -1.6%	\$ 14,154,995 -1.3%	\$ -
Proposed Operating Appropriations	\$ 11,599,217	\$ 12,375,224 6.7%	\$ 11,971,962 3.2%	\$ -
Proposed Non-Operating Appropriations	\$ 2,747,131	\$ 3,241,881 18.0%	\$ 2,541,881 -7.5%	\$ -
Proposed Total Appropriations	<u>\$ 14,346,348</u>	<u>\$ 15,617,105 8.9%</u>	<u>\$ 14,513,843 1.2%</u>	<u>\$ -</u>
Net Surplus/(Deficit)	\$ -	\$ (1,503,078)	\$ (358,848)	\$ -
Proposed Amount Below/(Above) Levy Limit	\$ 607,178	\$ 750,742	\$ 750,742	\$ 8,415,059
<b>Supplemental Levy Requests</b>				
9110 Capital Equipment Replacement			\$ 75,000	
9120 Road Improvements			\$ 250,000	
9130 Building Improvements			\$ 50,000	
9140 Land & Facilities Capital Improvements			\$ 325,000	
Total Supplemental Levy Requests			<u>\$ 700,000</u>	
Proposed and Supplemental Amount Below/(Above) Levy Limit		\$ 750,742	\$ 50,742	\$ 8,415,059

# TOWN of WINDHAM

## ZERO TAX INCREASE MODEL 2014-2015

### STATEMENT OF ESTIMATED REVENUES

acct	description	FY 2013 actual	FY 2014 estimate	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 zero tax increase	%	FY 2015 council
0400	Property Taxes	\$ 24,992,220	\$ 7,664,317	\$ 25,645,153	\$ 7,664,317	7,664,317	54%	
0401	Supplemental Taxes	7,906		6,356			0%	
0402	Payments in Lieu of Taxes	10,478	3,250	-	3,250	3,250	0%	
0405	Tax Reports	171	-	75	-	-	0%	
0407	Interest on Taxes	113,940	100,000	44,066	100,000	100,000	1%	
0408	Tax Lien Fees	14,775	12,000	9,956	12,000	12,000	0%	
0409	Excise Taxes	2,634,770	2,600,000	1,417,613	2,650,000	2,665,000	19%	
0410	Town Clerk Fees	43,259	45,000	24,119	45,000	45,000	0%	
0411	Building Fees	97,578	85,000	36,734	100,000	100,000	1%	
0412	Plumbing Fees - Town	33,870	30,000	19,835	30,000	30,000	0%	
0413	Boat Excise Tax	28,639	25,000	4,403	25,000	25,000	0%	
0414	Proof of Insurance Fax	214		96			0%	
0415	Dundee Park	31,991	37,000	24,686	37,000	37,000	0%	
0416	Recreation Fees	172,551	194,500	17,370	194,500	194,500	1%	
0417	Snowmobile Reg - Town	4,953	4,900	553	6,000	6,000	0%	
0418	Boat Registration - Town	1,416	1,000	306	1,000	1,000	0%	
0419	ATV Registration - Town	476	400	298	400	400	0%	
0421	CATV Fees	124,487	120,000	-	120,000	120,000	1%	
0422	Police Fines & Fees	5,839	2,000	2,630	2,000	2,000	0%	
0424	Court/Witness Fees	494	-	639	-	-	0%	
0425	Animal Control Fines & Fees	-	-	-	-	-	0%	
0427	Passports	14,650	12,500	7,150	12,500	12,500	0%	
0430	State Revenue Sharing	1,027,862	406,659	359,512	669,014	669,014	5%	
0431	State of Maine	27,274	20,000	24,811	20,000	25,000	0%	
0434	Library Fines and Fees	8,483	7,500	6,280	7,500	7,500	0%	
0435	Urban-Rural Initiative Program	258,720	266,612	265,944	266,612	266,612	2%	
0438	Co-Locations Cell Tower	30		-			0%	
0440	Assessor's Fees	634	500	395	500	500	0%	
0441	Dog Licenses - Town	10,431	8,000	3,772	9,000	9,000	0%	
0442	Hunting & Fishing - Town	2,538	3,000	1,297	3,000	3,000	0%	
0443	Registration Fees - Town	51,168	50,000	23,882	50,000	50,000	0%	
0444	Board of Appeals	2,100	1,500	400	1,500	1,500	0%	
0445	Subdivision/Review Fees	6,900	5,000	2,700	5,000	5,000	0%	
0448	Site Plan Fees	7,125	2,500	3,000	2,500	2,500	0%	
0449	Sewer Application Fees	-	-	-	-	-	0%	

# TOWN of WINDHAM

ZERO TAX INCREASE MODEL 2014-2015

## STATEMENT OF ESTIMATED REVENUES

acct	description	FY 2013 actual	FY 2014 estimate	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 zero tax increase	%	FY 2015 council
0450	Sewer Fees	333,403	351,756	46	351,756	351,756	2%	
0451	Cemetery Trust Fund	2,800	2,800	2,800	2,800	2,800	0%	
0453	Shoreland Review Fees	-	-	-	-	-	0%	
0454	Subdivision Amendment	1,350	-	1,400	-	-	0%	
0455	Auto Junkyard Fee	502	500	391	500	500	0%	
0456	Gravel Pit Fees	-	-	-	-	-	0%	
0457	Shoreland CEO Permit	2,010	1,000	2,390	1,000	1,000	0%	
0458	Sub-Surface Review Fees	2,490	1,000	1,630	1,000	1,000	0%	
0470	Solid Waste Fees	504,168	515,000	168,956	515,000	515,000	4%	
0471	Chaffin Pond Preserve	-	-	-	-	-	0%	
0474	Rescue Miscellaneous Fees	212	-	120	-	-	0%	
0475	Rescue Services Reimbursements	545,320	550,000	338,164	550,000	575,000	4%	
0476	Fire/Rescue Fines & Fees	65	-	30	-	-	0%	
0480	Interest on Investments	31,794	10,000	3,993	10,000	10,000	0%	
0481	Town Garage Lease Payment	9,416	9,416	9,416	9,416	9,416	0%	
0482	General Assistance Revenue	15,137	25,000	355	25,000	25,000	0%	
0483	Zone Change Fees	-	-	350	-	-	0%	
0484	Miscellaneous Revenue	45,412	116,618	4,079	61,618	62,000	0%	
0485	Sale of Town Property	-	4,000	-	4,000	1,600	0%	
0486	Building/Space Rental	-	6,000	-	6,000	3,986	0%	
0498	TIF Revenues Transferred In	264,395	295,120	-	338,344	338,344	2%	
0495	Appropriated Fund Balance	-	750,000	-	200,000	200,000	1%	
							0%	
	Total Non-Property Tax Revenues	6,496,289	6,682,031	2,836,642	6,449,710	6,490,678	46%	-
	Total Revenues, All Sources	\$ 31,496,415	\$ 14,346,348	\$ 28,488,151	14,114,027	14,154,995	100%	-

NOTE: The '%' column indicates how much of total revenue is derived from that source.

# TOWN of WINDHAM

ZERO TAX INCREASE MODEL 2014-2015

## SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 zero tax increase	FY 2015 council
<b>ADMINISTRATIVE SERVICES</b>							
1110	Town Council	120,591	119,355	40,238	110,409	110,409	-
1120	Town Manager's Office	392,990	400,429	189,596	419,829	432,329	-
1130	Collection & Registration Services	192,046	199,594	100,996	232,591	215,543	-
1140	Information Services	135,983	157,708	70,920	157,857	157,857	-
1150	Community Participation	31,114	36,400	11,809	36,400	36,400	-
1160	Community TV & E-Government	52,942	44,728	34,394	55,412	55,412	-
1180	Economic Development	102,104	133,968	47,758	250,583	250,583	-
1210	Insurance	106,300	114,800	110,341	121,440	121,440	-
1220	Employee Benefits	1,688,381	1,737,391	769,434	1,776,540	1,741,050	-
1230	Banking & Investment Services	299	375	126	375	375	-
	<b>Total</b>	<b>2,822,752</b>	<b>2,944,748</b>	<b>1,375,612</b>	<b>3,161,436</b>	<b>3,121,398</b>	<b>-</b>
<b>PUBLIC WORKS SERVICES</b>							
2110	Administration	146,094	147,306	77,021	158,735	158,735	-
2120	Highway Maintenance	547,353	606,210	310,042	660,236	626,396	-
2130	Traffic Safety	113,572	113,250	54,999	125,750	125,750	-
2150	Snow Removal	276,178	338,818	102,161	357,315	357,315	-
2210	Building Maintenance	454,118	505,313	208,853	546,756	513,986	-
2220	Grounds Maintenance	7,050	12,100	3,788	19,100	19,100	-
2510	Vehicle Maintenance	332,111	391,149	145,172	425,543	392,664	-
2910	Solid Waste	955,760	893,648	368,423	793,856	793,856	-
	<b>Total</b>	<b>2,832,236</b>	<b>3,007,794</b>	<b>1,270,459</b>	<b>3,087,291</b>	<b>2,987,802</b>	<b>-</b>
<b>POLICE SERVICES</b>							
3110	Police Services	1,755,918	1,744,667	823,006	1,899,559	1,839,794	-
3120	Communications	322,150	339,370	159,629	367,684	367,684	-
3140	Animal Control	56,188	60,385	22,199	60,892	60,892	-
3210	Vehicle Maintenance	122,264	118,944	45,043	122,807	119,555	-
	<b>Total</b>	<b>2,256,520</b>	<b>2,263,366</b>	<b>1,049,877</b>	<b>2,450,942</b>	<b>2,387,925</b>	<b>-</b>

# TOWN of WINDHAM

ZERO TAX INCREASE MODEL 2014-2015

## SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 zero tax increase	FY 2015 council
<b>FIRE/RESCUE SERVICES</b>							
4110	Fire-Rescue Services	1,258,021	1,384,079	600,580	1,558,690	1,452,139	-
4130	Rescue	-	-	-	-	-	-
4140	Emergency Management	272	1,000	1,052	1,480	1,480	-
4150	Water Main Charges	91,164	92,075	38,665	92,976	92,976	-
4210	Vehicle Maintenance	116,381	141,000	85,100	152,500	152,500	-
	<b>Total</b>	<b>1,465,839</b>	<b>1,618,154</b>	<b>725,397</b>	<b>1,805,646</b>	<b>1,699,095</b>	<b>-</b>
<b>RECREATION &amp; LIBRARY SERVICES</b>							
5110	Parks and Recreation Administration	162,158	168,206	76,071	174,682	176,122	-
5111	Recreation Programming	230,447	166,500	153,249	166,800	166,800	-
5120	Parks - Dundee Park & Trails	61,608	78,150	46,382	83,844	83,844	-
5130	Parks - Skate Park	10,664	6,000	845	5,600	5,600	-
5510	Public Library	333,324	357,497	132,639	408,250	356,070	-
	<b>Total</b>	<b>798,200</b>	<b>776,353</b>	<b>409,186</b>	<b>839,176</b>	<b>788,436</b>	<b>-</b>
<b>PROPERTY &amp; INSPECTION SERVICES</b>							
6110	Code Enforcement & Zoning Administration	153,169	174,656	78,384	240,226	189,389	-
6120	Planning	187,055	201,860	78,828	197,145	197,145	-
6121	Comprehensive Master Plan	7,000	25,000	2,342	-	-	-
6510	Assessing	229,885	251,590	118,359	256,375	259,551	-
6520	Geographic Information Systems	10,817	11,313	3,156	11,347	11,347	-
	<b>Total</b>	<b>587,926</b>	<b>664,419</b>	<b>281,069</b>	<b>705,093</b>	<b>657,432</b>	<b>-</b>
<b>TOWN CLERK SERVICES</b>							
7510	Town Clerk	154,678	146,170	68,523	154,606	158,840	-
	<b>Total</b>	<b>154,678</b>	<b>146,170</b>	<b>68,523</b>	<b>154,606</b>	<b>158,840</b>	<b>-</b>

# TOWN of WINDHAM

ZERO TAX INCREASE MODEL 2014-2015

## SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 zero tax increase	FY 2015 council
<b>SOCIAL SERVICES</b>							
8110	Social Services	123,483	149,463	41,010	149,634	149,634	-
8120	Social Service Agency Funding	44,125	28,750	12,250	21,400	21,400	-
	<b>Total</b>	<b>167,608</b>	<b>178,213</b>	<b>53,260</b>	<b>171,034</b>	<b>171,034</b>	<b>-</b>
<b>TOTAL OPERATING</b>							
		<b>11,085,758</b>	<b>11,599,217</b>	<b>5,233,383</b>	<b>12,375,224</b>	<b>11,971,962</b>	<b>-</b>
<b>CAPITAL OUTLAY &amp; FIXED CHARGES</b>							
9110	Equipment Replacement	1,542,373	625,000	609,364	700,000	625,000	-
9120	Road Improvements	761,288	750,000	920,046	1,000,000	750,000	-
9130	Buildings & Facilities Improvement	306,699	460,000	182,707	460,000	410,000	-
9140	Land & Facilities Improvement	-	150,000	50,000	325,000	-	-
9170	Sewer	351,756	351,756	146,565	351,756	351,756	-
9510	Debt Service	216,375	210,375	181,688	205,125	205,125	-
	<b>Total</b>	<b>3,178,492</b>	<b>2,547,131</b>	<b>2,090,370</b>	<b>3,041,881</b>	<b>2,341,881</b>	<b>-</b>
<b>CONTINGENCY</b>							
9910	General Contingency Fund	23,135	100,000	4,000	100,000	100,000	-
9920	Energy & Weather Emergency Fund	-	100,000	-	100,000	100,000	-
	<b>Total</b>	<b>23,135</b>	<b>200,000</b>	<b>4,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>
<b>TOTAL NONOPERATING</b>							
		<b>3,201,626</b>	<b>2,747,131</b>	<b>2,094,370</b>	<b>3,241,881</b>	<b>2,541,881</b>	<b>-</b>
<b>TOTAL APPROPRIATIONS</b>							
		<b>14,287,385</b>	<b>14,346,348</b>	<b>7,327,753</b>	<b>15,617,105</b>	<b>14,513,843</b>	<b>-</b>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## COMBINED REVENUES AND APPROPRIATIONS

	FY 2014 Approved Budget	FY 2015 Preliminary Budget		FY 2015 Manager's Proposal		FY 2015 Approved Budget
<b>Budget Proposal</b>						
Revenues	\$ 14,346,348	\$ 14,114,027	-1.6%	\$ 14,513,843	1.2%	\$ 14,552,736
Operating Appropriations	\$ 11,599,217	\$ 12,375,224	6.7%	\$ 11,971,962	3.2%	\$ 12,010,855
Non-Operating Appropriations	\$ 2,747,131	\$ 3,241,881	18.0%	\$ 2,541,881	-7.5%	\$ 2,541,881
<b>Total Appropriations</b>	<b>\$ 14,346,348</b>	<b>\$ 15,617,105</b>	<b>8.9%</b>	<b>\$ 14,513,843</b>	<b>1.2%</b>	<b>\$ 14,552,736</b>
Net Surplus/(Deficit)	\$ -	\$ (1,503,078)		\$ -		\$ -
Amount Below/(Above) Levy Limit	\$ 607,178	\$ 750,742		\$ 391,894		\$ 274,918
<b>Supplemental Levy Requests</b>						
9110 Capital Equipment Replacement				\$ 75,000		
9120 Road Improvements				\$ 250,000		
9130 Building Improvements				\$ 50,000		
9140 Land & Facilities Capital Improvements				\$ 325,000		
<b>Total Supplemental Levy Requests</b>				<b>\$ 700,000</b>		
Total Amount Below/(Above) Levy Limit		\$ 750,742		\$ (308,106)		\$ 274,918

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## REVENUE SUMMARY

acct	description	FY 2013 actual	FY 2014 estimate	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	%	FY 2015 approved
0400	Property Taxes	\$ 24,992,220	\$ 7,664,317	\$ 25,645,153	\$ 7,664,317	8,023,165	55%	\$ 8,140,141
0401	Supplemental Taxes	7,906		6,356			0%	
0402	Payments in Lieu of Taxes	10,478	3,250	-	3,250	3,250	0%	3,250
0405	Tax Reports	171	-	75	-	-	0%	-
0407	Interest on Taxes	113,940	100,000	44,066	100,000	100,000	1%	100,000
0408	Tax Lien Fees	14,775	12,000	9,956	12,000	12,000	0%	12,000
0409	Excise Taxes	2,634,770	2,600,000	1,417,613	2,650,000	2,665,000	18%	2,665,000
0410	Town Clerk Fees	43,259	45,000	24,119	45,000	45,000	0%	45,000
0411	Building Fees	97,578	85,000	36,734	100,000	100,000	1%	100,000
0412	Plumbing Fees - Town	33,870	30,000	19,835	30,000	30,000	0%	30,000
0413	Boat Excise Tax	28,639	25,000	4,403	25,000	25,000	0%	25,000
0414	Proof of Insurance Fax	214		96			0%	
0415	Dundee Park	31,991	37,000	24,686	37,000	37,000	0%	37,000
0416	Recreation Fees	172,551	194,500	17,370	194,500	194,500	1%	170,000
0417	Snowmobile Reg - Town	4,953	4,900	553	6,000	6,000	0%	6,000
0418	Boat Registration - Town	1,416	1,000	306	1,000	1,000	0%	1,000
0419	ATV Registration - Town	476	400	298	400	400	0%	400
0421	CATV Fees	124,487	120,000	-	120,000	120,000	1%	120,000
0422	Police Fines & Fees	5,839	2,000	2,630	2,000	2,000	0%	2,000
0424	Court/Witness Fees	494	-	639	-	-	0%	-
0425	Animal Control Fines & Fees	-	-	-	-	-	0%	-
0427	Passports	14,650	12,500	7,150	12,500	12,500	0%	12,500
0430	State Revenue Sharing	1,027,862	406,659	359,512	669,014	669,014	5%	669,014
0431	State of Maine	27,274	20,000	24,811	20,000	25,000	0%	25,000
0434	Library Fines and Fees	8,483	7,500	6,280	7,500	7,500	0%	7,500
0435	Urban-Rural Initiative Program	258,720	266,612	265,944	266,612	266,612	2%	266,612
0438	Co-Locations Cell Tower	30		-			0%	
0440	Assessor's Fees	634	500	395	500	500	0%	500
0441	Dog Licenses - Town	10,431	8,000	3,772	9,000	9,000	0%	9,000
0442	Hunting & Fishing - Town	2,538	3,000	1,297	3,000	3,000	0%	3,000
0443	Registration Fees - Town	51,168	50,000	23,882	50,000	50,000	0%	50,000
0444	Board of Appeals	2,100	1,500	400	1,500	1,500	0%	1,500
0445	Subdivision/Review Fees	6,900	5,000	2,700	5,000	5,000	0%	5,000
0448	Site Plan Fees	7,125	2,500	3,000	2,500	2,500	0%	2,500
0449	Sewer Application Fees	-	-	-	-	-	0%	-

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## REVENUE SUMMARY

acct	description	FY 2013 actual	FY 2014 estimate	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	%	FY 2015 approved
0450	Sewer Fees	333,403	351,756	46	351,756	351,756	2%	351,756
0451	Cemetery Trust Fund	2,800	2,800	2,800	2,800	2,800	0%	2,800
0453	Shoreland Review Fees	-	-	-	-	-	0%	-
0454	Subdivision Amendment	1,350	-	1,400	-	-	0%	-
0455	Auto Junkyard Fee	502	500	391	500	500	0%	500
0456	Gravel Pit Fees	-	-	-	-	-	0%	-
0457	Shoreland CEO Permit	2,010	1,000	2,390	1,000	1,000	0%	1,000
0458	Sub-Surface Review Fees	2,490	1,000	1,630	1,000	1,000	0%	1,000
0470	Solid Waste Fees	504,168	515,000	168,956	515,000	515,000	4%	515,000
0471	Chaffin Pond Preserve	-	-	-	-	-	0%	-
0474	Rescue Miscellaneous Fees	212	-	120	-	-	0%	-
0475	Rescue Services Reimbursements	545,320	550,000	338,164	550,000	575,000	4%	575,000
0476	Fire/Rescue Fines & Fees	65	-	30	-	-	0%	-
0480	Interest on Investments	31,794	10,000	3,993	10,000	10,000	0%	10,000
0481	Town Garage Lease Payment	9,416	9,416	9,416	9,416	9,416	0%	9,416
0482	General Assistance Revenue	15,137	25,000	355	25,000	25,000	0%	25,000
0483	Zone Change Fees	-	-	350	-	-	0%	-
0484	Miscellaneous Revenue	45,412	116,618	4,079	61,618	62,000	0%	72,000
0485	Sale of Town Property	-	4,000	-	4,000	1,600	0%	1,600
0486	Building/Space Rental	-	6,000	-	6,000	3,986	0%	986
0498	TIF Revenues Transferred In	264,395	295,120	-	338,344	338,344	2%	277,761
0495	Appropriated Fund Balance	-	750,000	-	200,000	200,000	1%	200,000
							0%	
	Total Non-Property Tax Revenues	6,496,289	6,682,031	2,836,642	6,449,710	6,490,678	45%	6,412,595
	Total Revenues, All Sources	\$ 31,496,415	\$ 14,346,348	\$ 28,488,151	14,114,027	14,513,843	100%	14,552,736

NOTE: The '%' column indicates how much of total revenue is derived from that source.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## REVENUES

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Any discussion of a budget has to involve not only the purposes for which funds are being spent, but the sources of those funds. Many of the revenues on which the Town relies are outside its ability to control, other than to collect them accurately and completely, and to estimate them conservatively. These notes address certain critical revenue sources.

R0401 The town property tax levy for the manager's proposed 2015 budget would increase by \$358,848. This is exactly the difference between what the town actually received in municipal revenue sharing in fiscal 2013 and what it expects to receive in fiscal 2015. Despite the actions taken by the Legislature to preserve revenue sharing, it preserved revenue sharing at a lower level, shifting a disproportionate share of the state's budget problems on local taxpayers. The base levy plus the town's two current municipal development (i.e. TIF) districts is \$391,894 below the statutory limit.

Aside from the statutory property tax levy limit enacted by the Legislature in 2005 the amount of property tax revenue is a function of the budget approved, ultimately, by the voters at town meeting. That appropriation (the legal authorization to expend public funds) less the amount of revenue estimated from all revenues other than property taxes results in the amount of taxes to be raised. The amount raised for overlay, which pays for tax refunds or allows for reductions in property taxes due to abatements or other changes in value after the budget has been set, is not counted as a revenue for budgetary purposes. Any amount of overlay not used in the year in which it is raised contributes to fund balance at the end of the fiscal year.

**Reduced by \$7,478 in the motion to adopt the manager's budget with amendments recommended by the finance committee, which showed a \$7,478 surplus and reducing the proposed property tax levy to balance the committee's budget recommendation. See FY 2014-2015 budget amendment digest, amendment C0.**

R0409 Excise taxes, those paid at the time a motor vehicle is registered, represent the single largest source of revenue other than property taxes. It is also a revenue source over which the Town has no control, since excise tax rates are set by the State of Maine. From just before what has come to be known as the "Great Recession" excise tax revenues fell from a high of nearly \$2.7 million annually to about \$2.4 million. Excise tax revenue have recovered somewhat as the economy has recovered, though still not to pre-recession levels.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## REVENUES

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- R0416 Offset of Parks and Recreation Programming Fund, plus an estimated amount to account for administrative overhead required to offer programming.
- Reduced by \$24,500 in the finance committee's recommendation based on actual prior years' revenues. See FY 2014-2015 budget amendment digest, amendment F11.**
- R0430 Maine cities and towns receive a share of state sales and income tax revenue. For fiscal 2012 and 2013 revenue sharing was decreased overall by transferring funds to the state's general fund and has been reflected in the proposed budget. The manager's budget carries revenue sharing at the current estimate for fiscal 2015. For 2016 and 2017, the manager has proposed to reduce estimated revenue sharing in the budget first to about \$325,000, then to \$0. Any revenue sharing actually received would become part of fund balance at the end of the fiscal year and could be used to offset taxes or capital in future years.
- R0435 Urban-Rural Initiative Program payments are those from the Maine Department of Transportation for road improvements. This program used to be known as "local road assistance" and is considered to be an offset for the Town's road improvement program (account 9120). Funds are estimated at the same level as 2014.
- R0470 Revenues from the sale of *Windham RECYCLES!* trash bags pays for most of the cost of the Town's curbside trash collection, transportation, and disposal program (account 2910). This account also reflects the sale of recycling bins. It is important to note that Windham has chosen to pay for most of its program through user fees, while other communities charge less for their bags, but also subsidize their programs to a far greater degree than Windham does.
- R0475 Rescue fees are only partially within the Town's control, since they are dependent on the number of calls, the reimbursement rates under Medicare and Medicaid, payments from insurance companies, and collections from individual patients. The Town does provide a self-declared hardship waiver, but has also built up a substantial balance on uncollectible accounts since it has not used a collection service. In order to more appropriately account for revenue, this account shows the gross amount of estimated billings with an offset for "bad debt" in 4130-46030.
- R0480 Investment income is a function of the Town's cash flow, cash balances, and interest rates. The Town follows investment policies which make protection of principal a top priority. As a result the Town invests in highly secure instruments that are

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## REVENUES

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either insured or (since the Town's available cash for investment exceeds insurance limits) collateralized (meaning that US government or agency securities are pledged as collateral). Interest income has dropped sharply in the last two years both because of low interest rates and the consolidation of Windham and Raymond schools as RSU 14.

R0482 The Town receives reimbursement for 50% of its direct general assistance expenses from the State of Maine.

R0484 Miscellaneous revenue accounts for \$17,000 in revenue from an anticipated update to the agreement with the Town of Gorham to provide general assistance administration services (see account 8110), and \$45,000 from the Windham-Raymond School District (RSU 14) as roughly half the cost of the school resource officer program.

**Finance committee recommended increasing this account by \$10,000 for additional revenue from the Town of Gorham toward general assistance administration based on a more accurate allocation of effort. See FY 2014-2015 budget amendment digest, amendment F10.**

R0486 Includes anticipated reimbursements for the use of Lincoln Field.

**Finance committee recommendation reduced this account by \$3,000 for field use fees at Lincoln Field, with offsetting reduction in field maintenance expenses in 5120-43010. See FY 2014-2015 budget amendment digest, amendment F5.**

R0495 No funds from fund balance are included to offset the town's operating budget; the only remaining amount, \$200,000, offsets the town's two contingency funds (9910 and 9920).

**A proposal to add \$4,540 to fund park staff beginning April 2015 in account 5130-41030 was not approved by the Council. See FY 2014-2015 budget amendment digest, amendment C7.**

R0498 Funds from the Town's two municipal development, or "TIF," districts, used to offset expenses in the operating budget (see the fiscal note in account 1180). They are called "TIF" districts because they operate by tax increment financing – using the incremental value to generate tax revenue and capture it for certain purposes, and realizing financial benefits by sheltering

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## REVENUES

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value from the action of state formulas governing the distribution of municipal revenue sharing, state school aid, and the town's share of county tax.

**Increased by \$40,000 in the Council's approved budget to fund additional holiday lights and banners in account 1150-44070. See FY 2014-2015 budget amendment digest, amendment C8.**

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## APPROPRIATION SUMMARY

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
<b>ADMINISTRATIVE SERVICES</b>							
1110	Town Council	120,591	119,355	40,238	110,409	110,409	100,409
1120	Town Manager's Office	392,990	400,429	189,596	419,829	432,329	432,329
1130	Collection & Registration Services	192,046	199,594	100,996	232,591	215,543	215,543
1140	Information Services	135,983	157,708	70,920	157,857	157,857	157,857
1150	Community Participation	31,114	36,400	11,809	36,400	36,400	77,600
1160	Community TV & E-Government	52,942	44,728	34,394	55,412	55,412	55,412
1180	Economic Development	102,104	133,968	47,758	250,583	250,583	150,000
1210	Insurance	106,300	114,800	110,341	121,440	121,440	121,440
1220	Employee Benefits	1,688,381	1,737,391	769,434	1,776,540	1,741,050	1,751,742
1230	Banking & Investment Services	299	375	126	375	375	375
	<b>Total</b>	<b>2,822,752</b>	<b>2,944,748</b>	<b>1,375,612</b>	<b>3,161,436</b>	<b>3,121,398</b>	<b>3,062,707</b>
<b>PUBLIC WORKS SERVICES</b>							
2110	Administration	146,094	147,306	77,021	158,735	158,735	158,735
2120	Highway Maintenance	547,353	606,210	310,042	660,236	626,396	626,396
2130	Traffic Safety	113,572	113,250	54,999	125,750	125,750	113,250
2150	Snow Removal	276,178	338,818	102,161	357,315	357,315	357,315
2210	Building Maintenance	454,118	505,313	208,853	546,756	513,986	513,986
2220	Grounds Maintenance	7,050	12,100	3,788	19,100	19,100	19,100
2510	Vehicle Maintenance	332,111	391,149	145,172	425,543	392,664	382,664
2910	Solid Waste	955,760	893,648	368,423	793,856	793,856	793,856
	<b>Total</b>	<b>2,832,236</b>	<b>3,007,794</b>	<b>1,270,459</b>	<b>3,087,291</b>	<b>2,987,802</b>	<b>2,965,302</b>
<b>POLICE SERVICES</b>							
3110	Police Services	1,755,918	1,744,667	823,006	1,899,559	1,839,794	1,851,559
3120	Communications	322,150	339,370	159,629	367,684	367,684	367,684
3140	Animal Control	56,188	60,385	22,199	60,892	60,892	60,892
3210	Vehicle Maintenance	122,264	118,944	45,043	122,807	119,555	119,555
	<b>Total</b>	<b>2,256,520</b>	<b>2,263,366</b>	<b>1,049,877</b>	<b>2,450,942</b>	<b>2,387,925</b>	<b>2,399,690</b>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## APPROPRIATION SUMMARY

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
<b>FIRE/RESCUE SERVICES</b>							
4110	Fire-Rescue Services	1,258,021	1,384,079	600,580	1,558,690	1,452,139	1,572,913
4130	Rescue	-	-	-	-	-	-
4140	Emergency Management	272	1,000	1,052	1,480	1,480	1,480
4150	Water Main Charges	91,164	92,075	38,665	92,976	92,976	92,976
4210	Vehicle Maintenance	116,381	141,000	85,100	152,500	152,500	149,000
	<b>Total</b>	<b>1,465,839</b>	<b>1,618,154</b>	<b>725,397</b>	<b>1,805,646</b>	<b>1,699,095</b>	<b>1,816,369</b>
<b>RECREATION &amp; LIBRARY SERVICES</b>							
5110	Parks and Recreation Administration	162,158	168,206	76,071	174,682	176,122	176,122
5111	Recreation Programming	230,447	166,500	153,249	166,800	166,800	166,800
5120	Parks - Dundee Park & Trails	61,608	78,150	46,382	83,844	83,844	80,844
5130	Parks - Skate Park	10,664	6,000	845	5,600	5,600	5,600
5510	Public Library	333,324	357,497	132,639	408,250	356,070	356,565
	<b>Total</b>	<b>798,200</b>	<b>776,353</b>	<b>409,186</b>	<b>839,176</b>	<b>788,436</b>	<b>785,931</b>
<b>PROPERTY &amp; INSPECTION SERVICES</b>							
6110	Code Enforcement & Zoning Administration	153,169	174,656	78,384	240,226	189,389	184,059
6120	Planning	187,055	201,860	78,828	197,145	197,145	197,145
6121	Comprehensive Master Plan	7,000	25,000	2,342	-	-	-
6510	Assessing	229,885	251,590	118,359	256,375	259,551	259,551
6520	Geographic Information Systems	10,817	11,313	3,156	11,347	11,347	11,347
	<b>Total</b>	<b>587,926</b>	<b>664,419</b>	<b>281,069</b>	<b>705,093</b>	<b>657,432</b>	<b>652,102</b>
<b>TOWN CLERK SERVICES</b>							
7510	Town Clerk	154,678	146,170	68,523	154,606	158,840	157,720
	<b>Total</b>	<b>154,678</b>	<b>146,170</b>	<b>68,523</b>	<b>154,606</b>	<b>158,840</b>	<b>157,720</b>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## APPROPRIATION SUMMARY

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
<b>SOCIAL SERVICES</b>							
8110	Social Services	123,483	149,463	41,010	149,634	149,634	149,634
8120	Social Service Agency Funding	44,125	28,750	12,250	21,400	21,400	21,400
	<b>Total</b>	<b>167,608</b>	<b>178,213</b>	<b>53,260</b>	<b>171,034</b>	<b>171,034</b>	<b>171,034</b>
<b>TOTAL OPERATING</b>		<b>11,085,758</b>	<b>11,599,217</b>	<b>5,233,383</b>	<b>12,375,224</b>	<b>11,971,962</b>	<b>12,010,855</b>
<b>CAPITAL OUTLAY &amp; FIXED CHARGES</b>							
9110	Equipment Replacement	1,542,373	625,000	609,364	700,000	625,000	625,000
9120	Road Improvements	761,288	750,000	920,046	1,000,000	750,000	750,000
9130	Buildings & Facilities Improvement	306,699	460,000	182,707	460,000	410,000	410,000
9140	Land & Facilities Improvement	-	150,000	50,000	325,000	-	-
9170	Sewer	351,756	351,756	146,565	351,756	351,756	351,756
9510	Debt Service	216,375	210,375	181,688	205,125	205,125	205,125
	<b>Total</b>	<b>3,178,492</b>	<b>2,547,131</b>	<b>2,090,370</b>	<b>3,041,881</b>	<b>2,341,881</b>	<b>2,341,881</b>
<b>CONTINGENCY</b>							
9910	General Contingency Fund	23,135	100,000	4,000	100,000	100,000	100,000
9920	Energy & Weather Emergency Fund	-	100,000	-	100,000	100,000	100,000
	<b>Total</b>	<b>23,135</b>	<b>200,000</b>	<b>4,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>TOTAL NONOPERATING</b>		<b>3,201,626</b>	<b>2,747,131</b>	<b>2,094,370</b>	<b>3,241,881</b>	<b>2,541,881</b>	<b>2,541,881</b>
<b>TOTAL APPROPRIATIONS</b>		<b>14,287,385</b>	<b>14,346,348</b>	<b>7,327,753</b>	<b>15,617,105</b>	<b>14,513,843</b>	<b>14,552,736</b>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

1110 - TOWN COUNCIL							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	3,745	7,350	910	7,350	7,350	7,350
42010	Legal Services	58,789	60,000	9,092	50,000	50,000	40,000
42020	Audit Fees	22,100	18,800	12,250	19,300	19,300	19,300
42090	Training & Conferences	75	500	435	500	500	500
42100	Travel/Meals	183	250	250	250	250	250
42110	Memberships	35,699	32,455	17,301	33,009	33,009	33,009
		<u>120,591</u>	<u>119,355</u>	<u>40,238</u>	<u>110,409</u>	<u>110,409</u>	<u>100,409</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1110 – TOWN COUNCIL

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### MISSION:

To represent the interests of the town's citizens and provide effective leadership and governance as defined by the town's charter, state and federal laws and constitutions.

### SUCCESS:

One way of demonstrating success as a governing body is to set, and work toward, the achievement of goals.

### MEASUREMENT:

As a threshold indicator, to have set goals for at least the council session, and to accomplish those goals (or complete the subsidiary tasks identified for the session for goals that extend beyond it)

### ACCOUNT DETAIL

41010 Council members are paid according to Chapter 2 of the Code of the Town of Windham. Elected officials are paid \$35 for each public meeting at which a quorum is present. Due to the change in the Council's meeting schedule during fiscal 2010-2011, meetings are budgeted as follows:

Council meetings	24
Workshops (special topics, public forums, etc.)	4
<u>Budget workshops</u>	<u>2</u>
Total meetings	30

Thirty (30) meetings, seven council members, \$35 each \$7,350

42010 Payments to legal counsel are highly variable due to the unpredictability of issues that may arise. However, based on 2014 expenses and allowing for an increase in hourly rates, this account has been reduced slightly for 2015.

**Reduced by \$10,000 as recommended by the finance committee. See FY 2014-2015 budget amendment digest, amendment F2.**

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1110 – TOWN COUNCIL

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42020	Independent auditor's engagement for the 2013-2014 fiscal year.	
42090	Registration and attendance at seminars and events.	
42100	Reimbursement of mileage at the town rate, plus the cost of meals when attending meetings in official capacity.	
42110	Membership fees or costs for the town to participate in regional associations or agreements:	
	Greater Portland Council of Governments (GPCOG)	\$17,001
	Maine Municipal Association (MMA)	15,048
	Maine Development Foundation	300
	American Society of Composers, Authors & Publishers (ASCAP)	330
	Broadcast Music, Inc. (BMI)	330
	<u>Portland Area Comprehensive Transportation Systems (PACTS)*</u>	<u>0</u>
	Total	\$33,009

\*There was no PACTS assessment in 2014, and will be none in 2015.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

1120 - TOWN MANAGEMENT							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	355,557	365,579	175,085	380,529	380,529	380,529
42030	Professional Services	6,000	5,000	-	7,000	19,500	19,500
42040	Print Services	323	500	-	500	500	500
42050	Equipment Maintenance	-	-	55	-	-	-
42060	Telephone	6,325	4,800	2,633	6,500	6,500	6,500
42070	Advertising	2,360	1,500	306	2,000	2,000	2,000
42080	Postage	5,705	5,000	1,850	5,000	5,000	5,000
42090	Training/Conferences	1,109	1,800	1,533	1,800	1,800	1,800
42100	Travel/Meals	3,310	3,000	1,142	3,500	3,500	3,500
42110	Memberships	1,434	2,250	1,305	2,000	2,000	2,000
43010	Supplies & Materials	5,863	6,000	3,864	6,000	6,000	6,000
43030	Books, Maps & Publications	3,242	3,000	1,435	3,000	3,000	3,000
43220	Other Equipment	-	-	-	-	-	-
43300	Copy Services	1,763	2,000	388	2,000	2,000	2,000
		<u>392,990</u>	<u>400,429</u>	<u>189,596</u>	<u>419,829</u>	<u>432,329</u>	<u>432,329</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1120 – TOWN MANAGEMENT

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### MISSION:

The office of the town manager provides general oversight, management control, and support services to all other town departments, agencies, and offices. It serves as a resource and a focal point for both the public and the organization, and provides policy and administrative support to the Town Council.

### SUCCESS:

Supporting the Town Council in its role is important to the success of the manager's office. Effectively managing the Council's workflow, ensuring items are prepared for and followed up on is an essential part of making sure the operation of Windham's local government reflects the priorities of its elected decision-makers.

Key to managing the overall performance of the organization is regularly evaluating the performance of its employees. Over time this will evolve as the town identifies new strategic goals and departmental work plans and employee goals are brought into alignment, but employee performance evaluations will remain an essential part of maintaining the quality of the effort at accomplishing the town's varied missions.

### MEASUREMENT:

Council agendas will be completed and published not later than the end of the work week prior to each regularly scheduled meeting, and for all other Council meetings scheduled at least one week in advance. Completed and published is defined as uploaded to the town's website and to councilors' mobile devices, or, if a meeting is not intended to be televised or webcast, posted at the town offices.

Annual performance evaluations for regular full-time and part-time employees will be conducted on time, defined as taking place within thirty days of when the evaluation was due. Seasonal, call, and per-diem employees will be evaluated according to schedules by the departments in which they work.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1120 – TOWN MANAGEMENT

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Town Manager (1.0 FTE)  
Assistant Town Manager/HR Director (1.0 FTE)  
Executive Assistant (1.0 FTE)  
Finance Director (1.0 FTE)  
Finance Administrative Assistant (0.8 FTE)  
Finance Administrative Assistant (0.8 FTE)

Total current authorized positions (5.6 FTE)

42030 Professional services for projects and issues that arise during the year (appraisals, engineering, etc.).

42040 Print services including production and distribution of the annual report.

42050 Miscellaneous equipment maintenance for office machines other than that covered by maintenance agreements.

42060 Telephone and cellular charges.

42070 Advertising for special events, programs, some shared personnel/help wanted advertising, advertising requests for proposals, etc.

42080 Portion of postage costs assigned to manager and finance office; postage meter rental, service and supplies, mailing of town meeting flyer.

42090 Includes in-office training programs, manager's attendance at International City Management Association (ICMA) annual convention.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1120 – TOWN MANAGEMENT

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- 42100 Expenses for business and attendance at training programs, association conferences.
- 42110 Memberships including International City Management Association (ICMA) \$ 648, Maine Town and City Management Association (MTCMA) \$ 143, Government Finance Officers Association (GFOA) \$50, Maine Government Finance Officers Association (MGFOA) \$ 90, and others.
- 43010 Operating supplies, paper goods, etc.
- 43030 Statute subscription service, other professional books and publications.
- 43300 Annual maintenance contract on photocopier.
- 43390 Mileage, tolls, parking, and operating costs of administrative vehicle.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

1130 - COLLECTION AND REGISTRATION SERVICES							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	132,105	167,294	78,390	173,841	179,293	179,293
41020	Overtime Compensation	-		-	150	150	150
41030	Part-time Compensation	32,916		1,442	22,500	-	-
42030	Professional Services	12,844	13,500	9,216	15,500	15,500	15,500
42050	Equipment Maintenance	200	200	-	200	200	200
42060	Telephone	358	1,000	62	1,000	1,000	1,000
42070	Advertising	200	150	-	150	150	150
42080	Postage	8,194	12,000	9,152	13,500	13,500	13,500
42090	Training/Conferences	-	250	-	250	250	250
42100	Travel/Meals	832	500	386	800	800	800
43010	Supplies & Materials	3,039	3,500	1,876	3,500	3,500	3,500
43030	Books, Maps & Publications	441	700	394	700	700	700
43220	Other Equipment	918	500	78	500	500	500
		<u>192,046</u>	<u>199,594</u>	<u>100,996</u>	<u>232,591</u>	<u>215,543</u>	<u>215,543</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1130 – COLLECTION AND REGISTRATION SERVICES

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### MISSION:

The Collection and Registration Services Office maximizes the collection of current year and delinquent municipal taxes due on personal property, motor vehicles, and taxable real estate, providing superior customer service to taxpayers and the public at large, while managing nearly ten thousand taxpayer accounts and processing nearly twenty-five million dollars in financial transactions annually.

### SUCCESS:

Providing prompt, professional, and accurate customer service.

### MEASUREMENT:

Periodic audits conducted by the U.S. Department of State demonstrate compliance with government regulations. The last audit done by the State Department reported our accuracy rate at 99%.

Periodic audits conducted by the Maine Department of Motor Vehicles and the Maine Department of Inland Fisheries demonstrate compliance with Maine law.

Audits are done on a weekly basis by the Motor Vehicle Department. ??

Audits on our work are done on a monthly basis by Inland Fisheries and Wildlife Our money totals are accurate, and at the end of the year our sticker report is perfect.

### TAX COLLECTION SERVICES:

Automobile Registrations	Hunting /Fishing Licenses	Snowmobile, ATV, and Boat Registrations Resident and Non-Resident
Issue and Accept Ballots	Dog Licenses	File and Discharge Tax Liens
Notary Service	Passport Photo Service	Accept Passport Applications
Collection of Taxes – Talk to Mortgage, Attorneys and Title Companies about Tax Status and Amounts Due		

### Goals/Objectives:

Success is achieved by providing accurate and timely service to the public and compliance with all State and Federal requirements.

- Efficiency is improved through training.
- Workforce is structured to maximize service during peak customer hours.
- Processes are cross-checked and all transactions are balanced daily.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1130 – COLLECTION AND REGISTRATION SERVICES

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- We attend yearly trainings for Motor Vehicle and Passport Services.
- Peak hours in our department are 7:00 – 8:30 am.( These are people headed to work and want to do their
- Registrations before work.) We also average 4-5 passports between 11:30am. And 1:00 pm . People seem to use their lunch hour do get this done. Business also peaks from 3:00 – 4:00 pm.
- Beginning of the month and end of the month and Mondays and Thursdays we are busy all day with very few quiet times during the day.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1130 – COLLECTION AND REGISTRATION SERVICES

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Office Manager/Asst. Tax Collector/Treasurer (1.0 FTE)

Administrative Assistant #1 (0.9 FTE)

Administrative Assistant #2 (0.9 FTE)

Administrative Assistant #3 (0.875 FTE)

Total current authorized full-time positions (3.675 FTE)

41030 It would be beneficial to have a part-time person because of the heavy volumes at certain times of the year. During 2013, temporary help was brought in to handle the increased volume of telephone calls, passports and registrations. There has been an increase of over 12% in daily transaction volume since 2011.

42030 Filing fees for real estate liens, sewer liens, and discharges at the Cumberland County Registry of Deeds. In October of 2013 the cost to file liens increased from \$13.00 to \$19.00. We filed 340 liens in August of 2013, which means to discharge these liens and any prior one will cost \$6.00 per lien. We do recover these fees in the revenue account R0408.

42050 Maintenance and repairs for eight printers and thirteen computers during the year.

42060 Costs of 2 telephone lines and a fax line.

42070 Advertising for tax bill spring due date in lieu of mailing out a second bill.

42080 Postage for tax bills, overdue taxes and sewer fee notices, motor vehicle weekly reports, Inland Fisheries bi-monthly reports, general office correspondence and certified tax lien notices to homeowners and mortgage holders. Certified mailing costs are recovered through the lien fees. We do not always know ahead of time when postage rates are going to increase during the fiscal year.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1130 – COLLECTION AND REGISTRATION SERVICES

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- 42090 Training for employees to attend seminars and workshops throughout the year. Training is required by the Motor Vehicle division to keep current on new laws. Yearly training has to be completed by everyone who does motor vehicle registrations. This account also includes attendance at tax school and the Maine Municipal Association (MMA) convention for the Assistant Tax Collector and the Administrative Assistants. This also allows the Assistant Tax Collector to attend the New England Tax School. Collection, customer service and tax classes are offered at both school. It is mandatory that we attend U.S. Passport Training School once a year.
- 42100 Reimbursement for expenses incurred making daily bank deposits and attending training classes. Twice a year searches for current mortgage holders have to be conducted at the Cumberland County Registry of Deeds. The law states that when a lien is placed a property the Mortgage holders have to be notified. We also have to search the Registry of Deeds before we send out the automatic foreclosure notices in January.
- 43010 Operating supplies such as paper goods, printer and calculator ribbons, pens for the counter, paperclips, elastics, envelopes to mail re-registrations, calculator paper rolls and staples. Copier and fax expenses are shared with the town clerk's office.
- 43030 Required M.S.R.P. reference books for automobiles, trucks, motorcycles, camper trailers and motor homes to properly calculate excise tax due to the town.
- 43220 Replacement of office equipment not included in the capital equipment replacement plan in case of mechanical failure. Due to the volume of registrations, three working motor vehicle printers are needed at all times. We also have to maintain a color copier for the copying of Drivers Licenses for the Passport Applications .It has been suggested to me that putting a lock box on the outside of the building may be helpful for townspeople to drop their tax payments off after hours. It would also be nice for renewals for motor vehicles. (we would have instructed them ahead of time as to what paperwork they need to leave, as well as having the information on our website.).

### UNMET NEED

In this department as well as the Town Clerks Department, there is a definite need for a dedicated person to answer the phone. Lunch time seems to be the busiest time for telephone calls, and it seems to be the time when people applying for passports

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1130 – COLLECTION AND REGISTRATION SERVICES

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come in. We are already short staffed because of lunches, sick or vacation so trying to answer the phones is difficult, and it doesn't seem fair to the person who has made the effort to come into the office personally, to have to keep interrupting them to answer the phones. If we could have this person we would also utilize them to do back office work in between answering the phones. This is an everyday occurrence not just first and end of the month.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

<b>1140 - INFORMATION SERVICES</b>							
<b>acct</b>	<b>description</b>	<b>FY 2013 actual</b>	<b>FY 2014 approved</b>	<b>FY 2014 ytd (1/8)</b>	<b>FY 2015 preliminary</b>	<b>FY 2015 manager</b>	<b>FY 2015 approved</b>
41010	Compensation	89,262	93,418	43,995	97,167	97,167	97,167
41020	Overtime Compensation	1,597	2,500	522	2,500	2,500	2,500
42030	Professional Services	1,046	2,500	916	1,500	1,500	1,500
42050	Equipment Maintenance	31,934	33,000	18,756	33,000	33,000	33,000
42060	Telephone/Data Lines	10,188	20,240	5,206	20,240	20,240	20,240
42090	Training/Conferences	70	4,000	999	1,400	1,400	1,400
42100	Travel and Meals	147	250	46	250	250	250
42110	Memberships	135	300	-	300	300	300
43010	Supplies & Materials	349	1,000	480	1,000	1,000	1,000
43030	Books/Maps/Publications	20	500	-	500	500	500
44190	Capital Equipment	1,234	-	-	-	-	-
		<u>135,983</u>	<u>157,708</u>	<u>70,920</u>	<u>157,857</u>	<u>157,857</u>	<u>157,857</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1140 – INFORMATION SERVICES

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### MISSION:

Information Services provides stable software and hardware platforms for town employees, meeting various departmental needs through user support, hardware and software support, installation, troubleshooting, maintenance, and repair for about 18 physical and virtual servers, 150 clients and devices, 10 wireless networks, 50 printers, and 6 firewalls with network infrastructure at eight fixed locations plus multiple mobile clients.

### SUCCESS:

Information Services success can be defined by maximizing server role uptime and resolving opened user service tickets.

### MEASUREMENT:

An indicator of success would be maintaining server role uptime at 99.9%. This allows 8.76 hours of downtime annually for hardware and software maintenance.

Reponse time on helpdesk requests?

### Trends

Over the last few years Information Services has been consolidating replacements in order to better group devices in a capital replacement schedule while still getting as much use and/or value out of existing hardware. Another element we have been addressing is a common platform for units in order to make the next system transition as smooth and diversely viable as possible. Currently, the shift in software modeling suggests that software such as Microsoft Office will no longer be a purchasing option and will become an operating expense. Additionally, the massive investments in the data storage industry will likely also compel us to strongly consider moving a great deal of our current server needs to the “cloud” which again shifts largely towards operating expenses rather than capital purchases. Our current trajectory has a key point in FY2017 when the Exchange server and the Town Hall server platform are currently scheduled for replacement. Between now and then we are continuing to streamline our internal data transfer infrastructure and platform.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1140 – INFORMATION SERVICES

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Systems Administrator (1.0 FTE)

Network Technician (1.0 FTE)

Total current authorized positions (2.0 FTE)

41020 Overtime for unscheduled work after-hours for system changes/maintenance, software installation, repairs from lightning strikes and hardware failures, and weekend on-call coverage. It also includes IT support for an Emergency Operations Center (EOC) when necessary.

42030 Time and materials for consulting services and other work for system engineering, network design, and system support.

42050 Northern Data Systems Service and support contract for computer system hardware used by Finance, Collection, Town Clerk, Assessing, the Police Department, and Community Development, software licensing, PCCI print management service, support and maintenance fees and operating system licenses. Included is additional licensing for firewall Botnet Traffic Filters and SSL certificates. Systems support contracts with Cisco, OpenFox, and Barracuda. This also includes general expenditures for non-capital equipment replacement.

42060 Annual cost of Internet provider and data lines through Verizon, Time Warner and OTT Communications.

42090 Training and Conferences for Information Services staff. Increased need to acquire training on the ever changing technologies, software, and hardware the town uses. \$1000 is specifically designated to licensing for unlimited access to computer based training through CBT Nuggets which contains over 200 training courses for vendors such as Microsoft, Cisco, and VMware.

42100 Mileage and expenses for on-site service by staff, attendance at meetings, training sessions, or demos.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1140 – INFORMATION SERVICES

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42110 Membership fees for IT related societies and organizations such as Experts Exchange.

43010 Paper, forms, and other supplies for centralized computer operations.

43030 Technical books, technical support CD-ROM subscription.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

1150 - COMMUNITY PARTICIPATION							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42090	Training/Conferences	520	200	0	200	200	200
42100	Travel/Meals	-	500	0	500	500	500
42110	Memberships	40	-	0	-	-	-
43010	Supplies & Materials		1,500	0	1,500	1,500	1,500
43030	Books, Maps & Publications		500	0	500	500	500
44070	Contributions to Agencies	30,554	33,700	11,809	33,700	33,700	74,900
		<u>31,114</u>	<u>36,400</u>	<u>11,809</u>	<u>36,400</u>	<u>36,400</u>	<u>77,600</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1150 – COMMUNITY PARTICIPATION

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42090 Funding for committee members to attend conferences and seminars related to their committee work.

42100 Reimbursement to committee members for mileage, tolls and meals.

42110 Membership for committees in appropriate regional or state associations.

43010 General committee expenses, flowers, refreshments for public meetings, etc.

43030 Materials for various boards and committees.

44070 Proposed contributions are as follows:

AGENCY/PURPOSE	BUDGET FY2014	PROPOSED FY2015	COUNCIL/APPROVED
Memorial Day Parade	\$ 1,500	\$ 1,500	\$ 1,500
Holiday Lights & Banners	2,000	2,000	42,000
Windham Drifters Snowmobile Club	4,900	4,900	6,100
Volunteer Recognition Event	3,500	3,500	3,500
Memorial Day Flags/Markers	1,200	1,200	1,200
Additional/Miscellaneous	0	0	0
Watershed Protection	10,000	10,000	10,000
Windham Community Garden	na		
Windham Senior Meals	600	600	600
Windham Historical Society	10,000	10,000	10,000
TOTAL	\$ 33,700	\$ 33,700	\$ 74,900

Council finance committee recommended an increase of \$1,200 to funding for the Windham Drifters based on prior year snowmobile registration fees. See FY 2014-2015 budget amendment digest, amendment F3.

Council added \$40,000 from TIF revenue to fund additional holiday lights and banners. See FY 2014-2015 budget amendment digest, amendment C8.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

1160 - COMMUNITY TV & E-GOVERNMENT							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41030	Part-time Compensation	9,267	7,328	5,023	10,197	10,197	10,197
42030	Professional Services	36,056	32,000	29,301	39,815	39,815	39,815
42060	Telephone	448	600	50	600	600	600
42100	Travel/Meals	-	-	-	-	-	-
42110	Memberships	-	-	-	-	-	-
42210	Electrical Equipment Maintenance	1,122	1,500	-	1,500	1,500	1,500
43010	Supplies & Materials	49	300	20	300	300	300
43220	Other Equipment	-	-	-	-	-	-
44190	Capital Equipment	6,000	3,000	-	3,000	3,000	3,000
		<u>52,942</u>	<u>44,728</u>	<u>34,394</u>	<u>55,412</u>	<u>55,412</u>	<u>55,412</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1160 – COMMUNITY TV & E-GOVERNMENT

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41030 Compensation:

Part-time station coverage \$ 10,197

42030 Professional Services

Granicus

Live and archived video webcasting, agenda management, iLegislate and e-government

Video managed services, annual \$ 11,600

Monthly support, annual 3,500

Agenda management, legislative management, and government transparency suite

Monthly support, annual 9,600

Open Platform managed hardware 3,300

Total, Granicus services 28,000

Web site

Annual hosting, support \$ 11,815

Total, Professional Services \$ 39,815

42060 Studio telephone lines, data services 600

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1160 – COMMUNITY TV & E-GOVERNMENT

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42210 Professional cleaning and repair of station equipment.	1,500
43010 General Office Supplies	300
44190 Equipment purchases to replace/upgrade failing equipment	3,000

Includes video cameras, disks, other small items for day to day operations

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 1180 - ECONOMIC DEVELOPMENT

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	65,143	69,518	32,737			
42030	Professional Services	2,409	7,450	408			
42040	Print Services	-	5,700	300			
42060	Telephone/Internet	726	1,800	288			
42070	Advertising	3,857	33,600	9,533			
42080	Postage	250	500	-			
42090	Training/Conferences	2,650	2,000	869			
42100	Travel/Meals	3,567	4,600	917			
42110	Memberships	310	750	100			
43010	Supplies/Materials	238	1,000	497			
43030	Books/Maps/Publications	139	500	0			
43140	Vehicle Fuel	77	250	0			
43220	Other Equipment/Support	1,500	2,300	0			
43300	Copy Services	338	1,000	109			
44070	Contributions to Agencies	20,900	3,000	2,000	250,583	250,583	150,000
		<u>102,104</u>	<u>133,968</u>	<u>47,758</u>	<u>250,583</u>	<u>250,583</u>	<u>150,000</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1180 – ECONOMIC DEVELOPMENT

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Through Windham Town Council Resolution the Economic Development functions of the Town of Windham are being performed by the Windham Economic Development Corporation, its Board of Directors and its Executive Director.

### Windham Economic Development Corporation

The Windham Economic Development Corporation assists the town by promoting and encouraging economic development opportunities. The WEDC assists local businesses by providing opportunities to market and promote their businesses and improve their workforce. The WEDC collaborates with area organizations such as the Chamber of Commerce and Windham Raymond Adult Education along with many town departments to encourage sound programs and policies that will promote economic growth. The FY 2015 WEDC work plan as reflected in this budget request will closely align the WEDC with the Windham Town Council adopted Windham Economic Development Strategic Plan while maintaining efforts in the Anglers Road Project and other economic development initiatives.

#### Mission

To encourage economic growth in a manner that supports increased prosperity in the Town of Windham and improves the quality of life for all our citizens.

#### Vision

We will manage growth and direct development in a manner that provides an affordable, high-quality of life, a vibrant economy, and a welcoming environment for citizens and visitors alike while protecting our town's rural characteristics and environment.

#### Strategic Objectives

**Objective 1: Plan for the Future-** Identify and implement policies, programs, and initiatives that support the Town's economic and community development needs.

**Objective 2: Support Business Growth and Prosperity-** Proactively seek opportunities to diversify Windham's economy, create jobs, and strengthen existing business.

**Objective 3: Create and Maintain an Efficient Review and Approval Process-** Establish review and approval processes that are efficient and in alignment with economic and community development initiatives, as well as provide resources to parties utilizing these services.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1180 – ECONOMIC DEVELOPMENT

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**Objective 4: Develop a Support System for Economic Development-** Ensure the sustainability of economic development initiatives in Windham through collaborative efforts of town officials and departments with the Windham Economic Development Corporation (WEDC), regional agencies, local business groups, and citizens, in addition to identifying and utilizing strategic funding sources.

### Performance Measures

1. Employment Opportunities: Indicated by sector employment counts
2. Retail Marketplace Vitality: Indicated by Annual Retail Sales
3. Retail Sector Sustainability: Indicated by Retail Space vacancy rate
4. Industrial Sector Vitality: Indicated by Industrial Space Inventory (total and vacancies) and Employment Opportunities
5. Professional/Office Sector Sustainability: Indicated by Office Space vacancy rate and Employment Opportunities
6. Planning for the Future: Indicated by Adopted and Funded Initiatives
7. The New Windham Downtown: Indicated by Adopted and Funded Plans, Ordinance Changes, Capital Investments, and New Development or Re-Development of existing Downtown Properties
8. Efficient Local Development Process: Indicated by Adopted Regulatory Reform, and Funded TIF, Incentive and Loan Programs
9. Sustainable Economic Development Support System: Indicated by, Program Funding, Continued Marketing Program, WEDC advocacy positions, WEDC Project Completion

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1180 – ECONOMIC DEVELOPMENT

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44070 Allocation of TIF funding for WEDC operations and projects: \$250,583

**WEDC Operations:** \$150,583

The WEDC will maintain its current efforts in advocating for business development growth and expansion, promoting Windham as a premier location for new business development, advocating for individual development projects, improving local permitting and approval processes, and ordinance revisions. The WEDC will also continue to market the redevelopment of its Anglers Road property.

**WEDC Projects:** \$100,000

In addition to the maintenance of effort reflected in ongoing WEDC Operations the following projects are proposed to further Windham's progress towards the Objectives of the Windham Economic Development Strategic Plan:

Anglers Road Intersection Engineering 25,000

WEDC will perform necessary engineering to prepare for the reconstruction of the Anglers Road/Whites Bridge Road/Route 302 intersection. This is a MPI project requirement and will be considered part of the Town's match.

Local Food Hub/Food Innovation Center Business Plan 20,000

Windham's Economic Development Strategic Plan recognizes the ongoing importance of Windham's Agricultural Industries and the Local Food Hub/Food Innovation Center Business Plan will develop a business model and next actionable steps towards construction and operation of a Windham based Local Food Hub/Food Innovation Center.

Workforce for the Future 5,000

Building on WEDC's Workforce for the Future initiative, review current industry sectors and analyze industry trends to determine which sectors are poised for growth and then better align workforce development programs to meet industry demands.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1180 – ECONOMIC DEVELOPMENT

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### Windham Downtown Traffic Pattern Design and Testing

40,000

In support of Windham's Downtown strategies, WEDC will analyze existing traffic patterns, particularly turning movements along the Downtown corridor, design alternative turn patterns where necessary, and test assumptions utilizing temporary materials including barriers and signage.

### Review and Approval Process

5,000

WEDC's Review and Approval Process Committee will utilize a third-party review of the Town's ordinances and approval processes to assist building owners, tenants, and developers in understanding Windham's approach to the enforcement and approval processes, and to recommend any appropriate changes for the Town to consider.

### ED Zone Strategic Positioning

5,000

Windham's Enterprise Development District (ED Zone) encompasses hundreds of acres of developable land poised for growing Windham's non-retail commercial development. While major developments have been proposed for the ED Zone, none have happened. The WEDC will work with the property owner to assess the assets of the property, match those assets to industry growth sectors and develop strategies to better position the ED Zone to attract those industries.

**All funding associated with this proposed allocation is in conformance with the program details and scheduled to come from the following TIF Districts: Pipeline Development District and the Roosevelt Promenade District.**

**Finance committee reduced funding request by \$100,583 with the expectation that WEDC would return to the Council for approval on its specific project requests as it completed others. Offsetting revenue at R0498 was also reduced by this amount. See FY 2014-2015 budget amendment digest, amendment F13.**

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 1210 - MUNICIPAL INSURANCES

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42610	Vehicle Insurance	34,173	40,800	44,695	42,840	42,840	42,840
42620	Property & General Liability	52,125	48,000	38,661	50,400	50,400	50,400
42630	Professional Liability	20,002	24,000	26,560	25,200	25,200	25,200
44080	Safety Committee	-	2,000	425	3,000	3,000	3,000
		<u>106,300</u>	<u>114,800</u>	<u>110,341</u>	<u>121,440</u>	<u>121,440</u>	<u>121,440</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1210 – MUNICIPAL INSURANCES

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Estimates for the town's property and casualty insurance policies reflect anticipated increases in insurance rates, the effect of claims history, and adjustments to cover changes in property values and additions to the town's fleet over the last year.

### ACCOUNT DETAIL

42610	Insurance for all municipal vehicles, owned and leased	\$ 40,800
42620	Property and general liability Boiler Coverage Umbrella Policy	\$ 48,000
42630	Professional liability [Fire/Rescue & Employee Liability included in General Liability policy) Public Officials Liability Police Liability Bonds	\$ 25,200
44080	Funding for safety committee and training materials.	\$ 2,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

<b>1220 - EMPLOYEE BENEFITS</b>							
<b>acct</b>	<b>description</b>	<b>FY 2013 actual</b>	<b>FY 2014 approved</b>	<b>FY 2014 ytd (1/8)</b>	<b>FY 2015 preliminary</b>	<b>FY 2015 manager</b>	<b>FY 2015 approved</b>
41060	Social Security	426,688	424,419	221,323	474,740	439,250	449,942
41070	Health & Dental	786,448	844,399	347,538	753,600	753,600	753,600
41080	Deferred Compensation	116,448	109,774	60,379	122,000	122,000	122,000
41090	Tuition Reimbursement	-	5,000	-	5,000	5,000	5,000
41110	Classification Plan	-	-	-	-	-	-
41120	MPERS Contributions	127,883	130,000	70,253	156,000	156,000	156,000
41140	Income Protection	7,943	5,500	2,615	6,400	6,400	6,400
41150	Long Term Disability	6,198	6,700	3,343	6,800	6,800	6,800
42600	Workers Compensation	216,364	199,599	63,983	247,000	247,000	247,000
42650	Unemployment Compensation	408	12,000	0	5,000	5,000	5,000
		<u>1,688,381</u>	<u>1,737,391</u>	<u>769,434</u>	<u>1,776,540</u>	<u>1,741,050</u>	<u>1,751,742</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

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## 1220 – EMPLOYEE BENEFITS

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41060 The Town pays FICA (6.2%) and Medicare (1.45%) payroll taxes on wages and the employer's matching contribution to employees' retirement accounts. Actual funding is usually less than the budget due to vacancies which occur throughout the year. FICA and Medicare expense for Recreation Programs, a self-funded program, is included in that budget (account 5111).

**Finance committee's recommendation added \$10,692 as part of adding two overnight per diem rescue staff. See FY 2014-2015 budget amendment digest, amendment C6.**

41070 All employees are insured under the PPO-500 plan with Maine Municipal Employees Health Trust (MMEHT). This plan combines deductibles and coinsurance with a health reimbursement account (HRA) funded by the Town to manage overall costs. The budget provides for a 5% premium increase in calendar 2015, which will affect the last six months of the budget year.

Health & dental insurance, July-December 2014	\$ 346,000
Health & dental insurance, January-June 2015	363,000
HRA funding	36,600
<u>Third party administrator</u>	<u>8,000</u>
Total	\$ 753,600

41080 Town matching contributions of up to 6% of regular pay for participants in the ICMA Retirement Corporation or MaineSTART deferred compensation plans.

41120 Maine Public Employees Retirement System employer contributions for members of the police and professional firefighters unions as required by contract, 7.2% of gross pay for police and 11.0% of gross pay for the firefighters.

41140 Town share of short term disability insurance required in the police contract.

41150 Town cost of long term disability insurance plan required in the police contract.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

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## 1220 – EMPLOYEE BENEFITS

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- 42600 Worker's compensation expense insurance premiums. Premiums for Receptions Programs are carried in account 5111. Claims experience is slowly improving due to risk management and loss control efforts, resulting in a 5% *decrease* for calendar 2014, which will impact the last six months of FY 2014.
  
- 42650 Unemployment benefits as assessed by the State of Maine. The town is a "direct pay" employer and does not carry unemployment compensation insurance.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

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<b>1230 - BANKING &amp; INVESTMENT SERVICES</b>							
<b>acct</b>	<b>description</b>	<b>FY 2013 actual</b>	<b>FY 2014 approved</b>	<b>FY 2014 ytd (1/8)</b>	<b>FY 2015 preliminary</b>	<b>FY 2015 manager</b>	<b>FY 2015 approved</b>
42030	Professional Services	299	375	126	375	375	375
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		299	375	126	375	375	375

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 1230 – BANKING & INVESTMENT SERVICES

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42030 Banking fees charged the Town for non-sufficient fund checks.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

2110 - PUBLIC WORKS ADMINISTRATION							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	113,968	119,105	57,058	122,429	122,429	122,429
42030	Professional Services	19,712	14,295	13,550	22,400	22,400	22,400
42060	Telephone	3,691	4,200	1,654	4,200	4,200	4,200
42070	Advertising	466	500	90	500	500	500
42080	Postage	-	256	36	256	256	256
42090	Training/Conferences	1,372	2,000	1,562	2,000	2,000	2,000
42100	Travel/Meals	1,150	1,500	1,624	1,500	1,500	1,500
42110	Memberships	244	200	174	200	200	200
42210	Electrical Equipment Maintenance	1,584	2,500	287	2,500	2,500	2,500
43010	Supplies & Materials	3,621	2,500	986	2,500	2,500	2,500
43030	Books, Maps & Publications	287	250	0	250	250	250
43220	Other Equipment	-		0			
		<u>146,094</u>	<u>147,306</u>	<u>77,021</u>	<u>158,735</u>	<u>158,735</u>	<u>158,735</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014-2015

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## 2110 – PUBLIC WORKS ADMINISTRATION

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### MISSION:

To maintain and improve the town's infrastructure that we have been entrusted with by the people of this town – its roads, sidewalks, drainage systems, buildings, grounds, cemeteries, vehicles and equipment (including police and town office, but not fire-rescue) fleet required to do the work. The department is responsible for contracted services such as paving, traffic signals, road striping, solid waste, catch basin cleaning, tree work, HVAC systems, and contract snow plowing. While not a complete list, public works provides the following:

- Summer and/or winter maintenance services on 128± miles of public ways and public easements, with another 24 miles of contracted roads for winter maintenance. Cleaning and maintenance of 837 catch basins, man holes, culverts, and drainage ways, 4.5 miles of sidewalk clearing in the winter and 14.8 total miles of sidewalks maintained.
- Maintenance and repair of 9 municipal buildings and grounds, and 26 cemeteries.
- Maintenance of more than 50 vehicles and pieces of heavy equipment and numerous other pieces of mobile and small power equipment.
- Performing special tasks such as providing pick-up and delivery of food for the food pantry, moving furniture and equipment, preparing for parades and other events, and assisting in response and recovery in the event of a disaster or any other duties as needed.

To accomplish its mission the department is organized into four main parts, the administrative offices and three divisions – Highway Maintenance, Vehicle Maintenance, and Buildings & Grounds Maintenance.

### SUCCESS:

#### **Highway Maintenance**

- Complete ditching, culvert replacement or other drainage needs on roads that are being prepared for paving.
- Completion of annual spring street sweeping after the winter season.
- Winter maintenance results in collector roads and arterials bare of snow and ice within one day after a winter storm.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014-2015

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## 2110 – PUBLIC WORKS ADMINISTRATION

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### Fleet Maintenance

- Keeping all vehicles and equipment in good repair to prevent lost time due to avoidable breakdowns.
- Rescheduling annual maintenance and major services to seasonal needs.

### Buildings & Grounds Maintenance

- Assist with and deliver food for the food pantry.
- Completing the renovations and repairs of the town offices.
- Completing the renovations on Human Services Building.
- Upgraded all lighting to energy efficient lights.

### MEASUREMENT:

Indicators of the degree of success in achieving the mission of the department, through its divisions, are discussed in the divisions' respective notes.

### ADMINISTRATIVE MISSION:

To oversee and provide support to all divisions of the Public Works Department. Staff works with other departments, the Town Manager's Office and Town Council, Residents, reviews subdivision plans, participate in regional bids, put out RFPs for equipment and other needs, secure and review bids and pricing for equipment and materials, attends meetings, maintain records, write reports, keep up with new rules, regulations and procedures, Insures compliance with DEP stormwater five year permit, provide and schedule training for employees, prepares the departmental budget, interact with vendors to insure new equipment meets our needs. Handles public inquiries and calls for service, meets with engineers on town or private projects, completes and submits departmental payroll and accounts payable.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014-2015

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## 2110 – PUBLIC WORKS ADMINISTRATION

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### SUCCESS:

To provide necessary training and equipment for a safe work environment to insure compliance with state and federal regulations.

- Provide necessary PPE needed for the task
- Provide training to insure safe operations
- Respond to resident inquires

### MEASUREMENT:

PPE and relevant training provided to employees.

Resident inquiries responded to by the conclusion of the following business day.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014-2015

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## 2110 – PUBLIC WORKS ADMINISTRATION

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Director (1.0 FTE)

Administrative Assistant (1.0 FTE)

Total current authorized positions (2.0 FTE)

42030 Professional Services includes Interlocal Storm Water Group dues, Cumberland County Soil and Water District for NPDES storm-water compliance, DOT-required annual and pre-employment drug and alcohol testing, pre-employment physical exams, reimbursement for CDL licenses, and other miscellaneous professional services. Increase due to stormwater compliance requirements in our five year permit. Overall area increased from 3.9 square miles to 15.1 square miles. Belonging to dig safe. Yearly subscription to MyGov asset management software that is in the IT 1140-6110 capital account.

42060 Telephone and data lines, cellular phones for the whole department.

42070 Advertising for position vacancies, public awareness efforts, and bids or RFPs

42080 Postage

42090 Conferences and training including Maine Local Road training programs, APWA annual conference and regional conferences for the director, and other management or training programs.

42100 Expenses related to training, conferences, or attendance at meetings and other functions.

42110 Membership dues for American Public Works Association, Maine Better Roads, APWA Subscriptions, Fleet Card

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014-2015

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## 2110 – PUBLIC WORKS ADMINISTRATION

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- 42210 Maintenance of 2-way radios, photocopier, and telephones, and radio replacement as most mobile units are out of production, making parts increasingly hard to find.
- 43010 Fax machine cartridges, office and other miscellaneous supplies.
- 43030 Books, maps, and publications as needed.

### UNMET NEEDS

- Office space, plan room, private meeting/conference room, storage area.
- Staff engineer to do town “third-party” review on subdivisions or commercial development when needed, can review all other plans, inspect new development to insure that the projects are being built to the approved plans, help with updating ordinances on roads, engineering on construction of roads and drainage work done by public works, work with the mandated storm water regulations, and work with the town planner. This position could be partially funded through fees now paid by developers to a consultant and reduction in avoided cost for outside engineering services.
- Main entrance security gate that will close automatically after business hours reducing unauthorized access to the facility. The current manual gate is left open frequently.
- New fueling station to replace the two above ground tanks (3,000 gallons diesel and 2,000 gallons gasoline) with a key system for turning on the pumps with an automated system that will ensure that the correct fuel is dispensed to the appropriate vehicle. Such a system can also track usage and alert management to potential problems. The current fueling station tanks are only protected by cement barricades. This leaves them vulnerable to being punctured, potentially resulting in a serious spill and threatening the Pleasant and Presumpscot Rivers. The small size of the tanks requires more frequent deliveries and limits opportunities for bulk discounts.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

2120 - ROAD MAINTENANCE							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	404,660	423,797	204,989	472,497	438,657	438,657
41020	Overtime Compensation	40,989	52,508	10,242	57,834	57,834	57,834
42090	Training/Conferences	853	500	145	500	500	500
42260	Contracted Services	35,991	60,380	61,126	60,380	60,380	60,380
43050	Clothing, Safety Equipment	7,855	9,025	5,273	9,025	9,025	9,025
43180	Minor Equipment & Tools	2,017	2,000	1,485	2,000	2,000	2,000
43220	Other Equipment	2,655	3,000	-	3,000	3,000	3,000
44100	Road Maintenance Materials	52,331	55,000	26,782	55,000	55,000	55,000
		<u>547,353</u>	<u>606,210</u>	<u>310,042</u>	<u>660,236</u>	<u>626,396</u>	<u>626,396</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2120 – ROAD MAINTENANCE

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### MISSION:

To maintain and improve the town's public infrastructure.

This portion of the budget accounts for the highway maintenance crew and most of its supplies, materials and other expenses related to year-round general road maintenance, including routine maintenance, non-winter emergency call-ins, and all winter storm operations. This account includes contracted services such as liquid calcium chloride for dust control on the town's gravel roads (two applications per year), asphalt crack sealing for town roads (to prevent water from getting into the cracks in the pavement and causing premature deterioration), and specialized equipment rental for highway maintenance activities. This account is also used for work-related clothing, all safety equipment for the highway crew, mandatory and voluntary training, and some small tools and equipment.

### SUCCESS:

To complete the work required by regulation and to maintain the town's infrastructure. The following are examples of tasks, not a complete list, and expected completion rates:

- Spring cleanup sweeping is completed annually
- Road preparation and drainage work is completed on all roads before paving
- Gravel roads are graded and treated for dust control
- Maintain signage on Town roads and upgrades per MUTCD
- Culvert failures are repaired
- Road side mowing (30%, should be 100%)
- Maintenance ditching (30%), cleaning and reestablishing ditches on approximately 5 miles of road per year out of an estimated 15 miles that should be done. The town has approximately 180 miles of ditches; on a 12 year cycle, to maintain good drainage public works should be ditching 15 miles per year.
- Catch basin repair (30%) and replacement – with 835 basins and manholes and an average life span of 40 to 70 years depending on age and style the town should be repairing or replacing 15 basins annually.
- Business district weekly sweeping 10%

Roadsides are mowed to increase sight distance; improving driver reaction time should in the event a child, animal, vehicle, or other hazard be approaching the traveled way from the side. Mowing also keeps the growth of woody vegetation down, reducing the amount that has to

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2120 – ROAD MAINTENANCE

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be cut and chipped using a crew with chainsaws, chippers, and trucks, which is far more time-consuming and expensive than mowing. Mowing all roadsides annually also reduces wear and tear on the mower and, since the mowing would be easier, it could be done more quickly. Mowing roadsides annually is best for public safety and service efficiency.

### MEASUREMENT:

In 2010, 2012, and 2013 the department tracked the amount of roadsides mowed and the time actually spent mowing. For each of those years the amount of roadside mowed was just under a quarter mile per hour (0.238, 0.231, and 0.255 miles, respectively). There are 180 miles of roadside to mow, requiring approximately 756 hours to mow them all every year. Roadside mowing has been done at a rate of 200 to 240 man hours per year. For 2015 the goal is to maintain or increase this rate applying the same level of effort; adding resources through manpower or contracted services would allow more mowing to be done.

We should complete our annual spring sweeping by July 1<sup>st</sup>. This is a target date but depending on how early in the spring we can start and how many days are lost to rain can effect this completion date. Sweeping the town roads to meet our stormwater permit states at least once per year as soon as possible after snow melt.

With the amount of infrastructure that Public Works is responsible to maintain the department has to focus on priority tasks, often leaving other less urgent, but still important work undone. The department's work schedule has become more reactive than proactive with respect to its maintenance responsibilities due to lack of crew size. This is a problem faced daily in work scheduling.

For the department to start meeting more of its responsibilities on an annual basis would require adding at least five full time highway employees. With the existing workload (current and backlog), safety regulations, 16 more miles of road maintenance (state and local) since 2000, and storm water rules ( NPDES regulated area increased from 3.9 to 15.1 square miles on July 1 2013 ) a 16 man highway crew is a starting point of crew size needed, but is not necessarily the ultimate size.

As stated above we only get 30% of some tasks completed in a year and by having five additional crew members we would be able to complete some of our annual maintenance work. Road side mowing, Street sweeping beyond our annual spring clean up, Increase our maintenance ditching closer to the 15 miles per year from the 5 miles we do now. (There are times now with vacation and call outs for sick that we may not be able to have 1 crew ditching with the other tasks that we are working on) The additional crew size would insure that we can

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2120 – ROAD MAINTENANCE

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keep 2 crews out on the road doing maintenance work even with vacations and call outs. The increased size of the crew would get us closer to completing our mission and give us some flexibility with vacations and call outs to keep full crews on the road.

Two to three crews of four to five men on the roads in the spring, summer, and fall months doing maintenance and construction would allow public works to do more necessary work of maintaining the town's critical public infrastructure. It could also provide more flexibility to work on other projects that are beyond the scope of public works now.

As stated in our mission and definition of success our job is to maintain the town's infrastructure. With the extra manpower we would be able to get the roadside mowing done, increase maintenance ditching to get closer to the 15 miles needed annually, do more maintenance sweeping in our business district and other areas as needed, have some flexibility to cover sick and vacation time, and be able to keep three crews going during the construction season.

Increasing the crew by one position will help us get closer to achieving our mission of maintaining the town's infrastructure. Doing more roadside mowing, more maintenance sweeping, or other tasks will all help us get closer to achieving our mission. Adding one position would bring the highway division back to where it was in 2009, when one driver-laborer was cut from the budget due to the recession. Over the next five to seven years the town needs to increase the size of the department to meet its ever growing responsibilities.

- The cost to increase the size of the crew by five would be approximately \$211,650 with benefits.
- With additional manpower and equipment public works could be doing some of the jobs that are now contracted out. Some jobs that are contracted could be done in a timelier manner or when the need is greatest and not be subject to the contractor schedule. It will also give us the capacity to have three crews on the road doing maintenance ditching, culvert repair or replacement, catch basin repair, road side mowing.
- Hand road striping (cost per year is \$9,000+, once per year striping) should be done twice a year.
- Some or all of the contracted plowing on public easements. (Costs over the next three years are \$82,564 to \$87,632 per year).
- More hand paving.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2120 – ROAD MAINTENANCE

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Highway Maintenance Supervisor (1.0 FTE)  
Truck Drivers (7.0 FTE)  
Equipment Operator (3.0 FTE)

52 weeks of on-call coverage @ \$50/week

Total authorized FTE count: 11.0

41020 Overtime for winter operations and emergency call-ins,

42090 Training/Conferences for highway crew employees

42260 Contracted services including catch basin cleaning, liquid calcium chloride for dust control, tree work, and crack sealing.

43050 Uniforms, safety boots and personal protection equipment such as hard hats, gloves, vests, eye protection, hearing protection, respiratory protection, and rain gear.

43180 Replacement of hand tools, rakes, shovels, cut off saw blades, brooms, etc.

43220 Small power equipment

44100 Materials for road repair such as special cold mix for potholes, rip-rap for stabilizing ditches, stone, gravel, loam, catch basins, culverts, hot mix asphalt for hand paving, erosion control, etc.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2120 – ROAD MAINTENANCE

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### UNMET NEEDS

- The town spends approximately \$24,000 annually on catch basin cleaning. As the town grows more roads are being built, often with more basins to clean, which will increase costs every year. The towns of Windham and Gorham explored the joint purchase of a catch basin cleaning truck. By working together each town could save \$60,000 to \$100,000 over ten years. Capital costs would be higher initially, but would be offset by reductions in the operating budget over time. Having a shared truck would allow each town the flexibility of doing more work in a timely manner, the ability to flush culverts that are plugged, instead of replacing them, and cleaning the pipes between catch basins that are becoming filled, as identified by the town's storm water mapping efforts. This would improve compliance with the storm water rules and save on replacement piping, which is a major expense. To contract pipe cleaning the cost is \$125 to \$150 per hr.
- Compliance with storm water management rules, including monitoring, detection, elimination, and reporting of illegal discharges into any conveyance system of storm water in the urbanized areas of the town will require training and, likely, more work for existing staff.
- Locker room, shower room for when a crew member needs to shower or change due to long duration winter storms or from contamination due to a spill.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 2130 - TRAFFIC SAFETY/DRAINAGE

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42190	Contracted Services	32,679	38,000	22,147	50,500	50,500	38,000
42210	Electrical Equipment Maintenance	10,079	8,500	1,057	8,500	8,500	8,500
42220	Electricity	61,668	58,000	26,711	58,000	58,000	58,000
43270	Traffic Signs	9,146	8,750	5,084	8,750	8,750	8,750
		<u>113,572</u>	<u>113,250</u>	<u>54,999</u>	<u>125,750</u>	<u>125,750</u>	<u>113,250</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2130 - TRAFFIC SAFETY

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This section of the public works budget consists of contracted services for road striping, traffic signal maintenance, and guardrail repair, street lights, traffic signals, and new and replacement street signs.

### ACCOUNT DETAIL

42190 Contracted services including road striping (49 miles) and pavement marking program, and guard rail replacement.  
Increase for fall striping of the North Windham Corridor.

**Funding for fall striping (\$12,500) removed in the finance committee's recommendation. See FY 2014-2015 budget amendment digest, amendment C3.**

42210 Traffic signal maintenance (9 signals and 4 flashing)

42220 Street lights and traffic signals.

43270 Sign replacement and new sign purchases. Replacement signs are required to be retro-reflective by the Manual on Uniform Traffic Control Devices (MUTCD) to improve visibility.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 2150 - SNOW REMOVAL

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42170	Snowplowing Contracts	77,202	82,565	37,154	101,062	101,062	101,062
43250	Vehicle Maintenance Parts	26,600	37,290	5,855	37,290	37,290	37,290
43320	Chemicals	145,928	188,963	36,453	188,963	188,963	188,963
44100	Road Maintenance Materials	26,449	30,000	22,699	30,000	30,000	30,000
		<u>276,178</u>	<u>338,818</u>	<u>102,161</u>	<u>357,315</u>	<u>357,315</u>	<u>357,315</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2150 – SNOW REMOVAL

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This section of the public works budget accounts for most winter maintenance expenses on approximately 150 centerline miles of road, including, chemicals and abrasives that are applied to roads, contract plowing of approximately 24 miles of public easements, hardware and repair parts for snow and ice control.

### MISSION:

The mission of winter maintenance services is to maintain the roads during winter weather events as safe as possible for the traveling public.

### SUCCESS:

Definitions of success at winter maintenance, snow removal in particular, include clearing roads and sidewalks of snow and ice within a reasonable time after a storm (not including times when there are back-to-back storms or extreme temperatures).

### MEASUREMENT:

Return collector roads and arterials to bare (i.e. free of snow and ice within the traveled way) within one day after a storm ends within the current level of effort (staffing, equipment, materials, resources, and practice) 95% of the time.

Clear sidewalks on Windham Center Road and Route 202 adjacent to the school campus within one normal working day ( Monday through Friday) after a storm (as long as there are not back to back storms) 95% of the time. Windham Center sidewalks are a priority due to the number of school kids walking in this area. North and South Windham sidewalks will continue to be best effort after the roads are cleared (meaning that snow banks are pushed back/shelved, and drainage cleared). This is one area where additional manpower would help by allowing sidewalks to be cleared in a more timely manner.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2150 – SNOW REMOVAL

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### ACCOUNT DETAIL

42170 Snowplowing contract for 24.72 miles of public roads and public easements.  
Rental for a loader during the winter months. Mid November thru March

43250 Parts, such as plow cutting edges, sander chains and other parts, wing push arms and other parts, sander controls, calcium pumps, and other miscellaneous parts for snow removal equipment.

43320 Chemicals (road salt and liquid calcium chloride)

44100 Winter sand

### UNMET NEEDS

Additional manpower would allow for dedicated sidewalk snow removal, addressing a perennial service and safety issue. With continued commercial development in North Windham, there has been growing expectation that sidewalks will be cleared as soon as possible after a snow storm to allow for pedestrian movement. Depending on how long the crew has already been out, it is not always possible to put someone on this detail right away. There is also a need to clear the sidewalks on Windham Center Road and Route 202 by the High School complex and in South Windham for pedestrians along the Route 202 corridor. Demand for sidewalk snow removal in existing and new residential development is expected to grow with the school district's consolidation of bus stops.

Adding to the highway crew would reduce or eliminate the need to have a mechanic on a full time plow route and better utilize that resource. It would allow the supervisor to monitor all the plow routes and road conditions, making sure that the correct application of material is being applied, when and where needed; rather than plowing an assigned route. It would also allow for limited coverage at night during longer storm events, improving public and employee safety.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 2210 - BUILDING MAINTENANCE

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	208,549	230,476	105,313	265,759	232,989	232,989
41020	Overtime Compensation	12,658	12,452	2,530	13,212	13,212	13,212
41030	Part-Time Compensation	7,777	12,000	4,312	12,000	12,000	12,000
42090	Training/Conferences	-	300	147	300	300	300
42120	Rentals	-	1,200	589	1,200	1,200	1,200
42150	Refuse Pickup	12,164	13,000	5,371	13,000	13,000	13,000
42220	Electricity	65,593	75,000	26,443	75,000	75,000	75,000
42230	Water Supply	4,331	3,000	1,662	3,000	3,000	3,000
42250	Building Maintenance Services	59,331	59,000	26,091	59,000	59,000	59,000
43050	Clothing, Safety Equipment	1,300	2,400	757	2,800	2,800	2,800
43170	Heating Fuel	50,631	64,435	16,056	64,435	64,435	64,435
43190	Building Maintenance Materials	24,902	25,000	12,646	30,000	30,000	30,000
43210	Electronic Equipment	4,603	5,000	1,724	5,000	5,000	5,000
43220	Other Equipment	2,279	2,050	5,212	2,050	2,050	2,050
		<u>454,118</u>	<u>505,313</u>	<u>208,853</u>	<u>546,756</u>	<u>513,986</u>	<u>513,986</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2210 – BUILDING MAINTENANCE

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### MISSION:

The mission of the Buildings & Grounds Maintenance Division of the Public Works Department (accounts 2210 and 2220, respectively) is to maintain and improve the town's nine buildings, and grounds including the town's twenty-six cemeteries.

Building Maintenance is responsible for maintenance and repair of nine municipal buildings totaling 70,000 square feet including custodial services, repairs, contracted services for inspection and repair of elevator systems, heating systems, cooling systems, lifts and cranes. Grounds Maintenance, part of the same division, is responsible for coordinating all burials and maintaining records for the twenty-six town cemeteries. Buildings and Grounds is also responsible for winter plowing of all municipal parking lots, and emergency building repairs on nights and weekends.

### SUCCESS:

To complete the work required by regulation and to maintain the town's buildings. The following are examples of tasks, not a complete list, and expected completion rates:

- All interior painting in all the buildings done on a rotating basis of once every five years. (25% should be 100%)
- All hard floors should be striped and refinished annually, all carpeted floors should be shampooed quarterly (50% should be 100%)
- State regulated inspections are done quarterly or annually as needed (100%)
- Heating and cooling systems maintained. (80% should be 100%) coil cleaning and filter replacement)
- Non-scheduled repairs (100%)
- Periodic building inspections for safety compliance and maintenance scheduling (25% should be 100%)
- Writing and issuing RFP's for contracted work (50%)

To accomplish its mission Buildings & Grounds Maintenance should be able to keep up with maintenance of all town buildings and grounds, keeping them all in good repair and not falling behind on cleaning, painting, mowing, trimming, etc., while also coordinating projects to do major repairs and improvements.

### MEASUREMENT:

Strip and wax all vinyl floors in all the buildings once per year.

Carpeted floors washed quarterly.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2210 – BUILDING MAINTENANCE

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Painting when and where needed in a timely manner.

### UNMET NEEDS:

Increase by one full time maintenance position will allow us to start routine maintenance that is now deferred for lack of manpower. This would allow the supervisor to concentrate on larger projects and capital improvements important to maintaining and improving the town's buildings. This will free the supervisor from plowing during winter events, will allow for night maintenance work (floor maintenance, painting) that cannot be done during the day, cover for custodians on vacation or out sick. Now one of the custodians plows the parking lots with the supervisor.

The two Building and Grounds maintenance workers plow roads with the highway crew during winter weather events.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2210 – BUILDING MAINTENANCE

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### ACCOUNT DETAIL

- 41010 Annual salaries and wages for positions as authorized:
  - Building & Grounds Supervisor (1.0 FTE)
  - Building & Grounds Maintenance Worker (2.0 FTE)
  - Full Time Custodians (3.0 FTE)
  
  - 52 weeks of on call coverage @ \$50/week
  
  - Total current authorized positions (6.0 FTE)
  
- 41020 Overtime for emergency call-outs on nights and weekends and plowing for winter operations.
  
- 41030 Wages for cemetery maintenance seasonal help.
  
- 42090 Training for Buildings & Grounds crew
  
- 42120 Rentals (lifts and other specialized equipment)
  
- 42150 Trash and recycling pick-up
  
- 42220 Electricity for all municipal buildings
  
- 42230 Water supply for all municipal buildings
  
- 42250 Building maintenance services, such as electrical repairs, elevators, generators, heating/air conditioning, plumbing repairs, security monitoring and alarms, septic disposal and system maintenance, crane inspection, and fueling station inspection at Public Works, and other miscellaneous services.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2210 – BUILDING MAINTENANCE

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- 43050 Uniforms, safety boots, and personal protective gear increase for new building maintenance personal
- 43170 Heating fuels (oil, propane, and natural gas)
- 43190 Building maintenance materials (cleaning supplies, paper products, paint, chemicals, and tools) increase due to new personal
- 43210 Electrical supplies, batteries and light bulbs for all facilities, as well as proper disposal for florescent lights and electronics, which has resulted in the increase
- 43220 Other equipment and appliances such as vacuum cleaners, A/C units, etc.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

2220 - GROUNDS MAINTENANCE							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42230	Water Supply	-	300	-	300	300	300
42260	Contracted Services	3,116	5,000	2,169	12,000	12,000	12,000
43050	Safety Equipment	195	400	176	400	400	400
43180	Minor Equipment & Tools	-		-			
43220	Other Equipment	816	2,400	107	2,400	2,400	2,400
43250	Equipment Maintenance	2,083	2,500	420	2,500	2,500	2,500
43310	Maintenance Materials	839	1,500	916	1,500	1,500	1,500
		<u>7,050</u>	<u>12,100</u>	<u>3,788</u>	<u>19,100</u>	<u>19,100</u>	<u>19,100</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2220 – GROUNDS MAINTENANCE

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### MISSION:

This division maintains twenty-six cemeteries and the grounds at all nine municipal buildings totaling approximately 28 acres. This includes spring and fall raking and cleaning, mowing, loaming and reseeding burial sites, and some contracted landscaping at the library and public safety buildings. Pick up donated or purchased food for Human Services.

### SUCCESS:

Keeping grass cut and neat around buildings and cemeteries (required for veterans' graves).

### MEASUREMENT:

Keep the grass mowed and trimmed at 2" to 4" in height in town cemeteries and grounds. This is the optimal height for lawns. (60%)

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2220 – GROUNDS MAINTENANCE

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### ACCOUNT DETAIL

- 42230 Water supply (summer water service at 2 cemeteries)
- 42260 Contracted services such as tree removal (increased due to town office tree removal), grave stone repair and cleaning, and landscaping services at public safety and library
- 43050 Safety equipment such as eye protection, hearing protection, gloves, respiratory protection, etc.
- 43220 Other equipment (replacement of weed trimmers, push mowers, hand tools, etc.)
- 43250 Equipment maintenance
- 43310 Grounds maintenance materials such as signs, loam, seed, mulch, and miscellaneous supplies

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

2510 - PUBLIC WORKS VEHICLE MAINTENANCE							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	99,511	121,771	52,036	155,783	122,904	122,904
41020	Overtime Compensation	9,197	6,378	4,726	6,860	6,860	6,860
42090	Training/Conferences	-	1,000	40	1,000	1,000	1,000
42100	Travel/Meals	90		-	0	0	0
42120	Rentals	996	2,500	685	2,500	2,500	2,500
42200	Outside Vehicle Maintenance	21,663	25,000	8,168	25,000	25,000	25,000
42210	Electrical Equipment Maintenance	-		-	0	0	0
43010	Supplies & Materials	375	500	588	400	400	400
43050	Clothing, Safety Equipment	893	2,000	160	2,000	2,000	2,000
43140	Gas Products	15,008	13,500	6,342	13,500	13,500	13,500
43160	Diesel Fuel	93,478	100,000	25,669	100,000	100,000	100,000
43180	Equipment & Tools	8,546	10,000	2,097	10,000	10,000	10,000
43200	Petroleum Products	6,197	6,500	3,299	6,500	6,500	6,500
43240	Tires	11,514	15,000	4,820	15,000	15,000	15,000
43250	Vehicle Maintenance	63,582	85,000	35,614	85,000	85,000	75,000
43290	Steel	1,060	2,000	928	2,000	2,000	2,000
		<u>332,111</u>	<u>391,149</u>	<u>145,172</u>	<u>425,543</u>	<u>392,664</u>	<u>382,664</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2510 – PUBLIC WORKS VEHICLE MAINTENANCE

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### MISSION:

The Vehicle Maintenance division's mission is to maintain vehicles and equipment used by Public Works, Police Department, Recreation Department and the Town Office in safe and efficient operation.

This division of the public works budget is used to account for compensation of the mechanics and maintenance on 56 vehicles, heavy equipment, plowing equipment, and all small power tools and equipment. Diesel fuel, gasoline, all petroleum products and other fluids, tires for all vehicles and equipment, outside contracted repairs, and maintenance materials are all included in this budget. Vehicle maintenance expenses for the Police Department appear in account 3210.

One mechanic has a full time plow route and is not always available during storms for breakdowns.

### SUCCESS:

One of the necessary components of keeping vehicles, heavy equipment, and other mobile and small equipment in safe and efficient operation is to keep up with preventive maintenance.

### MEASUREMENT:

Completion of scheduled preventive maintenance on time (at the stated mileage or hours) is one indicator of success. Vehicle maintenance completes 95% of scheduled preventive maintenance on time. The goal is to maintain or improve that rate, though there are times (especially in the winter) when breakdowns and winter storms interfere with a scheduled service.

Keep the trucks and equipment repaired and on the road for winter storms. Complete 100% of the time unless the vehicle is at a vendor for repair or parts availability.

Spring time annual maintenance and repair on all plowing and sanding equipment.

Some other indicators of the kind of efforts by vehicle maintenance to improve efficiencies and fleet reliability include organizing and rescheduling maintenance tasks by seasons and use. Vehicle maintenance has also begun using an oil analysis program to reduce services on the large trucks and equipment.

# **TOWN of WINDHAM**

APPROVED MUNICIPAL BUDGET FY2014-2015

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## **2510 – PUBLIC WORKS VEHICLE MAINTENANCE**

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Due to reduced staff (down to two mechanics instead of three) there are times, especially during the winter, when the workload is increased, one more mechanic is needed. Add one mechanic to help keep up with emergency repairs and preventive maintenance. This position will help the fleet division meet its goals for preventive and emergency repairs during the winter months. This would also bring fleet back to staffing levels of three years ago in 2011. This would be a shared position with the highway division, working in the garage over the winter and spending the summer on the highway crew to improve productivity in that area.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2510 – PUBLIC WORKS VEHICLE MAINTENANCE

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Vehicle Maintenance Supervisor (1.0 FTE)

Mechanic II (1.0 FTE)

Parts Manager (1.0 FTE)

On-call coverage, 52 weeks @ \$50/week

Total current authorized positions (3.0 FTE)

Note: 91% of this account is charged to Public Works  
9% of this account is charged to Police

41020 Overtime for nights, weekends, winter storms.

42090 Technical training on computerized systems.

42120 Rentals (gas bottles and shop rags)

42200 Outside vehicle maintenance includes outside diagnostic work, paint and body work, as well as certain engine, transmission, suspension, and other work. Painting PW vehicles and equipment is part of the preventive maintenance program to prevent premature replacement due to corrosion.

43010 Supplies such as work orders, printer cartridges, and other office and maintenance supplies

43050 Uniforms, safety boots, personal protective equipment

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2510 – PUBLIC WORKS VEHICLE MAINTENANCE

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43140 Gasoline (4,000 gallons at \$3/gallon)

43160 Diesel Fuel (35,000 at \$3.50/gallon)

43180 Equipment and tools, replacing worn out or broken tools, new specialty tools. Software upgrades for engine analyzer, shop tools

43200 Petroleum products, includes motor oil, hydraulic oil, grease, and other non-petroleum fluids

43240 Tires, tubes, and wheels for vehicles and equipment

43250 Vehicle maintenance parts and wear items (brooms, filters, blades), fuel station repairs

**Reduced by \$10,000 in the finance committee's recommendation based on actual experience, anticipated reduction in costs due to replacement of older equipment, especially the street sweeper. See FY 2014-2015 budget amendment digest, amendment C4.**

43290 Steel for fabrication of parts

### UNMET NEEDS

- Garage and storage space for maintenance of vehicles.
- Heavy truck and equipment lift.
- Wash bay for cleaning of equipment in the winter to allow equipment to be washed during cold weather and reduce corrosion and wear.
- Locker and shower room so mechanics can clean up and change if contaminated from spills or long duration storms.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

2910 - SOLID WASTE							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42030	Professional Service	41,695	49,223	190	54,234	54,234	54,234
42260	Contracted Services	589,825	572,170	240,389	591,572	591,572	591,572
42330	Tipping Fees	324,239	272,255	127,844	148,050	148,050	148,050
		<u>955,760</u>	<u>893,648</u>	<u>368,423</u>	<u>793,856</u>	<u>793,856</u>	<u>793,856</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2910 – SOLID WASTE

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This division of the public works budget is where expenses for the Town's solid waste management activities appear. The major components of the program are the Windham Recycles trash and curbside recycling program, a drop-off recycling center at the public works facility, land fill monitoring, and internal hazardous waste disposal.

### ACCOUNT DETAIL

#### 42030 Professional Services

Public awareness, education, and promotion	\$ 2,000
Bags 15 gal @ .1382 cents x 172,500	23,840
Bags 30 gal @ .2266 cents x 90,000	20,394
Landfill post-closure monitoring	4,700
Landfill mowing	600
<u>Recycle Bins 300 @ \$ 9.00</u>	<u>2,700</u>
Total professional services	\$ 54,234

#### 42260 Contracted services:

##### Miscellaneous Solid Waste Programs

Silver Bullets	\$ 10,000
Internal hazardous waste disposal (Pumping holding tanks from floor drains)	4,200
40-yd roll off dumpster at Public Works for trash and bulky items <u>picked up due to illegal dumping (4 pulls @ \$900.00 each)</u>	<u>3,600</u>
Total Miscellaneous Solid Waste Programs	\$ 17,800

##### Contract Components

Solid Waste Collection & Transportation	\$ 279,729
<u>Curbside Recycling Collection &amp; Transportation</u>	<u>\$ 294,043</u>
Total Contract Costs	\$ 573,772

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 2910 – SOLID WASTE

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	Total contracted services	\$591,572
42330	Assessment and tipping fees at ecomaine	
	Member assessment has been eliminated per Eco-Maine	
	<u>Tipping fees</u> 2,100 tons @ \$70.50/ton	<u>\$148,050</u>
	Total tipping fees	\$148,050

\*Tip fees are reduced per ton to \$70.50 as of October 1, 2013, The actual average cost per ton will depend on the timing and volume of waste deliveries.

**FISCAL NOTE:** The Town recovers much of the cost for residential waste collection and disposal (bags, trash hauling, and tipping fees) through the sale of trash bags. The recycling portion of the curbside program is supported by taxes and other general revenues. The Town will recover some of the cost of recycle bins when sold to residents. New residents get a bin free.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 3110 - POLICE SAFETY

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	1,439,200	1,473,595	673,408	1,615,084	1,555,319	1,555,319
41020	Premium Compensation	221,899	176,832	103,209	197,000	197,000	197,000
41030	Part-time Compensation	-	-	0			
41100	Compensation for Court time	11,878	14,000	8,446	16,000	16,000	16,000
42030	Professional Services	3,474	8,000	3,097	8,000	8,000	8,000
42070	Advertising	-	500	0	500	500	500
42080	Postage	808	1,025	312	1,025	1,025	1,025
42090	Training/Conferences	18,516	12,000	4,355	13,000	13,000	13,000
42100	Travel/Meals	7,464	5,000	3,753	6,000	6,000	6,000
42110	Memberships	335	650	240	650	650	650
42210	Electrical Equipment Maintenance	1,236	1,500	75	1,500	1,500	1,500
43010	Supplies & Materials	11,229	15,200	8,573	15,200	15,200	15,200
43030	Books, Maps & Publications	1,746	1,800	1,456	1,800	1,800	1,800
43050	Clothing	31,216	25,565	12,807	13,800	13,800	25,565
43220	Other Equipment	6,917	9,000	3,275	10,000	10,000	10,000
		<u>1,755,918</u>	<u>1,744,667</u>	<u>823,006</u>	<u>1,899,559</u>	<u>1,839,794</u>	<u>1,851,559</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 3110 – POLICE SAFETY

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### MISSION:

The mission of the Windham Police Department is to provide the citizens of the Town of Windham a safe, secure community in which the protection of life and property are the highest priority. The members of the Windham Police Department pledge to offer the highest quality police services by working with the residents of Windham and by maintaining a highly professional, well trained staff.

LAPD's well-known motto, "**To Protect and To Serve**," states the essential purpose of the Windham Police Department.

### SUCCESS:

There are many dimensions to law enforcement, and at least as many ways to define success. One of the areas that is most important in safeguarding the lives and quality of life for Windham residents is in the effective intervention in domestic violence incidents.

### MEASUREMENT:

Windham Police Officers responded to 126 incidents of domestic violence (DV) in 2012. An effective intervention requires the completion of three elements:

- Identifying the predominant aggressor in each DV incident.
- Issuing a WPD DV information packet to the victim of each incident.
- Contact follow up by a WPD officer with the victim of each incident within forty-eight (48) hours.

An indicator of success in providing effective intervention to DV incidents is the percentage of intervention elements completed in a given year. For example, in 2012 WPD would have to have completed 378 elements. Data for FY 2014 is still being compiled but will be reported when it becomes available.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 3110 – POLICE SAFETY

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### ACCOUNT DETAIL

41010 Salaries and wages for positions as authorized:

Chief of Police (1.0 FTE)

Police Lieutenant/Executive Officer (1.0 FTE)

Sergeants (5.0 FTE)

Detectives (2.0 FTE)

Patrol Officers (18.0 FTE)

Total FTE count, sworn law enforcement personnel: 27.0

Secretary/Administrative Assistants (3.0 FTE)

Total FTE count, non-sworn: 3.0

NOTE: Includes all hourly differentials such as EMT, educational attainment, veterans of force stipends and holiday pay as required by the current bargaining agreement with the Maine Association of Police. Also includes longevity bonuses for eligible non-union employees.

**Proposal to reduce wage account by \$22,000 was not approved. Discussion showed the manager's proposal was actually based on 26 sworn, as was the 2013-2014 budget, which clarified the issue. See FY 2014-2015 budget amendment digest, amendment C1.**

41020 Holiday premium pay, overtime pay, vacation coverage, sick leave, mandatory training coverage, compensatory time coverage, SummerFest, OctoberFest, weather events and canine home care.

41100 Attendance by sworn personnel at court hearings. This cost is partially reimbursed by courts.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 3110 – POLICE SAFETY

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- 42030 Polygraph and psychological tests for new recruits and lab testing pre-employment physicals, immunizations, credit checks & backgrounds, canine team vet, kennel and grooming services.
- 42070 Advertisements to recruit new personnel.
- 42090 For attendance at professional development seminars, academy training, in-service training, tuition reimbursement and web-based mandatory training.
- 42100 Mileage reimbursement, courthouse parking and other travel-related expenses
- 42210 Repair and certification of radar sets.
- 43010 Lethal and non-lethal training and safety supplies, photo and evidence gathering supplies, printed materials and office supplies, canine team food and supplies
- 43030 Criminal codes and traffic laws, PDR's, and maps
- 43050 Uniform replacement and cleaning costs, detective clothing allowances
- Account increased \$11,765 by finance committee recommendation to correct an oversight in the original budget request and manager's proposal. See FY 2014-2015 budget amendment digest, amendment S1.**
- 43220 Light bars, sirens, portable radios, replacement mobile radios, computers, etc.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 3120 - PUBLIC SAFETY COMMUNICATIONS

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	-	0	0	0	0	0
41020	Premium Compensation	-	0	0	0	0	0
41030	Part-time Compensation	-	0	-			
42030	Professional Services	11,612	17,565	6,391	17,565	17,565	17,565
42060	Telephone	20,762	21,000	6,057	21,000	21,000	21,000
42090	Training/Conferences	-	850	0	850	850	850
42100	Travel/Meals	-	200	0	200	200	200
42210	Electrical Equipment Maintenance	6,927	8,000	3,627	8,000	8,000	8,000
42260	Contracted Services	282,850	291,305	143,509	319,619	319,619	319,619
43010	Supplies & Materials	-	250	45	250	250	250
43030	Books, Maps & Publications	-	200	0	200	200	200
43220	Other Equipment	-	-	0			
		<u>322,150</u>	<u>339,370</u>	<u>159,629</u>	<u>367,684</u>	<u>367,684</u>	<u>367,684</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 3120 – PUBLIC SAFETY COMMUNICATIONS

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This portion of the police department budget covers costs of communications equipment and services, data support contracts, and Windham's contract with the Cumberland County Regional Communications Center for public safety dispatch services.

- 42030 Software for connection to state teletype system, Spillman support contract, TLO (on line investigative tool), and costs for IACP NET, etc.
- 42060 Costs for 14 lines, 1 teletype circuit, 26 cell phones, 2 SmartPhone, toll calls, and 12 Aircards.
- 42210 Preventive maintenance and repair for base stations, mobile radios, portable radios, closed circuit television monitors/cameras, standby radio, Exacom digital recording system, digital cameras, camcorders, UPS battery packs, flashlights, maintenance of teletype switch, copiers, maintenance of patch panel, computers, telephones, fax machines, and microwave systems.
- 42260 Annual cost of contract for public safety dispatch services from the Cumberland County Regional Communications Center.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 3140 - ANIMAL CONTROL

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	33,001	34,675	15,927	34,992	34,992	34,992
41020	Overtime Compensation	383	500	50	500	500	500
42030	Professional Services	22,741	24,810	6,198	25,000	25,000	25,000
43010	Supplies & Materials	62	400	24	400	400	400
		<u>56,188</u>	<u>60,385</u>	<u>22,199</u>	<u>60,892</u>	<u>60,892</u>	<u>60,892</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 3140 – ANIMAL CONTROL

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- 41010 Annual salaries and wages for positions as authorized:
  - Animal Control Officer (1.0 FTE)
  - Total current authorized full-time positions (1.0 FTE)
- 41020 Emergency Call-Out (Overtime)
- 42030 Agreement with Animal Refuge League
  - Veterinary treatment of animals whose owner is unknown
  - Contracted ACO for emergency call out and vacation coverage
- 43010 Supplies, uniforms and materials for the animal control officer

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 3210 - POLICE SAFETY VEHICLE MAINTENANCE

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	15,625	12,044	3,703	15,407	12,155	12,155
41020	Overtime Compensation	478	250	393	250	250	250
42200	Outside Vehicle Maintenance	9,858	8,000	3,283	9,000	9,000	9,000
42210	Electrical Equipment Maintenance	120	500	0			
43140	Gas Products	65,610	72,000	30,283	72,000	72,000	72,000
43200	Petroleum Products	-	-	0			
43240	Tires	7,853	6,150	1,778	6,150	6,150	6,150
43250	Vehicle Maintenance	22,720	20,000	5,603	20,000	20,000	20,000
		<u>122,264</u>	<u>118,944</u>	<u>45,043</u>	<u>122,807</u>	<u>119,555</u>	<u>119,555</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 3210 – POLICE SAFETY VEHICLE MAINTENANCE

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- 41010 9% of public works mechanics' wages
- 42200 Costs for engine overhauls, valve jobs, transmission overhauls, alignments, bodywork, etc.
- 42210 For alternator and starter repair work.
- 43140 Unleaded gasoline (24,000 gallons @ \$3.00/gallon).
- 43200 Petroleum products and other fluids used in maintaining public safety vehicles.
- 43240 Tires for public safety vehicles.
- 43250 Parts, supplies other than fuel, fluids, and tires.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 4110 - FIRE/RESCUE ADMINISTRATION

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	359,011	362,636	175,482	374,740	374,740	374,740
41020	Overtime Compensation	35,664	37,518	21,340	37,518	37,518	37,518
41030	Part-time Compensation	521,373	631,810	222,763	769,239	652,688	773,462
41130	Training Compensation	80,368	73,708	37,175	89,276	89,276	89,276
42030	Professional Services	31,959	30,445	19,999	35,275	35,275	35,275
42040	Print Services	272	750	-	750	750	750
42060	Telephone	6,711	7,425	2,393	7,425	7,425	7,425
42070	Advertising	-	300	0	300	300	300
42080	Postage	876	1,000	137	1,000	1,000	1,000
42090	Training/Conferences	15,477	19,000	12,877	19,000	19,000	19,000
42100	Travel/Meals	1,550	2,600	426	2,600	2,600	2,600
42110	Memberships	1,539	4,417	2,177	4,617	4,617	4,617
42210	Electrical Equipment Maintenance	6,451	6,460	3,594	6,080	6,080	6,080
42260	Contracted Services	37,920	26,000	16,677	26,000	26,000	26,000
43010	Supplies & Materials	2,182	6,000	3,673	6,000	6,000	6,000
43040	Medical Supples	23,902	26,000	12,919	26,000	26,000	26,000
43050	Clothing/Uniforms	9,993	8,950	1,859	8,950	8,950	8,950

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 4110 - FIRE/RESCUE ADMINISTRATION

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
43210	Electronic Equipment	7,461	9,260	2,340	9,260	9,260	9,260
43220	Other Equipment	38,825	47,500	26,674	53,360	53,360	53,360
43320	Chemicals	-	3,000	0	2,000	2,000	2,000
43330	Equipment Replacement	-	-	477	-	-	-
44070	Contributions to Agencies	3,900	4,300	2,098	4,300	4,300	4,300
46030	Bad Debt	72,587	75,000	35,500	75,000	85,000	85,000
		<u>1,258,021</u>	<u>1,384,079</u>	<u>600,580</u>	<u>1,558,690</u>	<u>1,452,139</u>	<u>1,572,913</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 4110 – FIRE-RESCUE SERVICES

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### MISSION:

*The mission of the Windham Fire-Rescue Department is to assist residents and visitors with emergencies that they are unable to handle themselves.*

The Windham Fire-Rescue Department provides fire prevention, emergency medical response, fire suppression, vehicle extrication, hazardous materials response, and water rescue response services.

Staffing and positioning of resources are driven by the emergency calls received. The department responded 2,482 calls for service with an average of 6.8 incidents per day in 2013. The average response time from the time of the call until units arrived on the scene was 9.22. The average daytime response was 7.563 minutes and the average night time response was 10.877. Of the 2,482 calls for service 1,730 were related to medical interventions.). This translates to percentages of 70% medical and 30% fire and other non-medical causes.

### SUCCESS:

In the budget proposal for last year (fiscal 2014) we cited three important aspects of successful fire-rescue services; response time, effectiveness of services, and training/preparedness of responders.

Response time is a primary measure of service effectiveness. Time is critical in either fire or EMS calls; the sooner a fire is attacked or medical intervention started, the better the likely outcome.

- Response time.
  - The 2013 average daytime (7:00 a.m. to 7:00 p.m.) response time is 7.563 minutes compared to 7.12 minutes for 2012. During the hours of 7:00 a.m. to 7:00 p.m. The Windham Center Station and North Windham Station are both staffed with minimal personnel. During the even hours the department has minimal staffing of two personnel and they are located at Windham Center Station. The average response time during nighttime hours increases to 10.877 minutes (2013).
  - Approximately 66% of calls occur during daytime hours, but that pattern has been shifting. Last year 65% occurred during daytime hours, 34% during nighttime.
  - In the past there seemed to be a particular day or two during the year that was busiest. In 2013 every day of the week saw a number between 305 and 383 requests for service.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 4110 – FIRE-RESCUE SERVICES

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- These three factors point to a need not only for consistent staffing during daytime hours, but an increasing need for overnight staffing to reduce response times and improve public safety. Nighttime hours are when people are most vulnerable to emergencies.
- Service effectiveness.
  - The department receives many cards of thanks for the professional and interpersonal skills of department employees. Annually, the department typically receives from 50-100 notes from people about the help they received from Windham Fire-Rescue responders. Though not a systematic way of looking at “customer satisfaction,” these are still indications of the quality of the service received. A more formal feedback system is being explored.
  - As a licensed EMS provider the department also participates in a state approved quality assessment and quality improvement (QA/QI) system to ensure compliance with patient treatment protocols and best practices.
- Responder training/preparedness.
  - Windham Fire-Rescue currently has 16 Firefighter/Paramedics including the four full-time personnel. Four more people are currently in a training program to complete paramedic programs this spring and summer. There are fourteen Firefighter/Advanced EMT (Intermediates) and 31 Basic Emergency Medical Technicians. There are 79 members not including the Windham Fire Police members. Of the 79 remaining members 61 hold Maine Emergency Medical Service licenses. This shows a tremendous commitment on behalf of the personnel in the department. Currently each of these people are required to attend classes and renew their licenses every three years. In the future that is going to change to a new renewal process. The members of the department logged 6,765 hours of training in the year 2013. That is a substantial number of hours if averaged across the membership.

### REDUCED RESPONSE TIME:

- Part-time compensation shows a figure if two more personnel to the overnight schedule. These additional personnel would be located at North Windham Station from 7:00 p.m. to 7:00 a.m. daily. These per diem personnel would have the back-up rescue, prepared to respond to either fire or medical emergencies. Many second rescue calls at night lack adequate personnel due to the difficulties of getting call personnel out. There are times when the second call is handled by an out of town rescue because Windham lacks the personnel to respond. This places a burden on mutual aid communities which, like Windham, staff one rescue, since if it comes to Windham the pressure is on their system. This also represents some amount of lost rescue revenue. Secondly, as indicated in the response data there is an almost three minute difference in overnight response times. The personnel at the station at night would reduce response times by the time that is required for personnel to travel from their residence to the station for the apparatus get into the station, and respond. The number of calls during the evening is increasing thus creating a need to add staff to

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 4110 – FIRE-RESCUE SERVICES

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handle night calls for service. The program for overnight coverage with a third person responding from home is no longer working for the department or for the community.

### UNMET AND FUTURE NEEDS:

The department needs an Emergency Medical Services Deputy Chief. As a working Deputy Chief at the firefighter/paramedic level, this position would often be able to provide paramedic services on frequent second EMS calls during daytime hours. The EMS Deputy Chief would also take care of the medical supply issue, keep field practices current, attend some of the frequent regional meetings, establish training programs for call personnel to insure they are well trained and capable of quality work, work with administration on policies and procedures, and plan for the future of Windham Emergency Medical Services. Call volume is only going to increase, and the department should be prepared for it.

Over the years the department has reduced the number of vehicles in its fleet. Reducing the size of the fleet has reduced costs, but not the time it takes to maintain them. Vehicles have become more complicated, their systems more sophisticated, and more difficult to diagnose. The shared apparatus mechanic (a joint Windham-Gorham program) always has 60-80 items waiting to be repaired for Windham Fire-Rescue. The shared mechanic concept works, but needs more resources to keep up. Currently, the most critical needs are identified and addressed, but others wait. Part of responding effectively is having apparatus safe and in service. Apparatus requiring repairs that render them unsafe are taken out of service. Having a second mechanic shared by Gorham and Windham would help to eliminate much of the backlog on the maintenance side and help reduce some outside labor expenses.

If the department is to consider the value of each piece of apparatus as one (1) and we have thirteen (13) pieces of apparatus. Our annual apparatus value is (13 X 1 X365) 4,745. This could be referred to as apparatus days of service if all of the vehicles were in service every day. If a vehicle were out of service for "X" number of days then the department is less effective. If we were to track the number of days for the fleet we could determine and effectiveness based on apparatus availability for service. I am going to try to capture these numbers throughout the next few months to see what these statistics will provide for the department.

Each budget year brings its own issues, but the town needs to look to the future and do some critical planning. There used to be waiting lists to join the department; now, not one station of the four has a full complement of responders. There are times now, especially during the nighttime hours, when calls from one area are covered by apparatus from another station, or by mutual aid, all resulting in longer response times. Daytime responses now are covered using a per-diem system; this is not a sustainable practice in the long-term.

The per-diem system has inherent problems and limitations, both in the number of available personnel and the commitment they can make. Changes in the per diem system are already apparent. There are times, such as special events and holidays, when there are per-diem

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## **4110 – FIRE-RESCUE SERVICES**

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positions that go unfilled. There are smaller communities in Maine than Windham that have full-time staff mixed with on-call membership and provide quality service. It is time for Windham to consider doing the same and providing a consistent quality of service to the town.

Windham needs to begin planning for the future now. While Windham will rely on call-company personnel for a long time to come, a sounder base of resources is needed to respond to the community's day-to-day fire and EMS calls. The sooner these discussions begin, the better prepared the community will be.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 4110 – FIRE-RESCUE SERVICES

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Fire Chief	(1.0 FTE)
Deputy Chief	(1.0 FTE)
Admin. Asst.	(1.0 FTE)
FF/Paramedics	(4.0 FTE)

Total current authorized positions (7.0 FTE)

41020 Overtime pay for per diem or call personnel (used only for open shifts, though not all shifts are covered), the one hour of overtime for firefighter/paramedics who may work one shift per week in the per diem system, and coverage of paramedic shifts due to vacation, sick time, or other absence.

41030 Compensation for call personnel, the major compensation account for the department:

Officer pay for meetings and other responsibilities	\$ 30,308
Per Diem Coverage (4 people during the day 7AM to 7PM)	
Per Diem Rescue (1 person for 24 hours per day)	465,392
Third Person from Home	9,125
Second Rescue Calls	9,863
Call firefighters (based on an average of 8 people for 650 calls)	85,478
Major incidents or storm coverage	23,670
Public service details, including fire police	9,863
Total	\$633,700

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 4110 – FIRE-RESCUE SERVICES

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**Per Diem Night Coverage (2 people 7PM to 7AM) 155,131\***

\*This is a budgetary request for 2 additional per diem personnel to be stationed at North Windham Station from 7PM to 7AM along with rescue personnel. The personnel would respond to fire calls or second rescue calls as needed. The additional personnel would eliminate the need for the number of call personnel responding from home at a cost of approximately \$19,592 as outlined below.

Second Rescue Calls (100 calls)	\$ 9,863
<u>Overnight On Call Personnel</u>	<u>9,125</u>
Total	\$18,988

**Budget proposal corrected to \$633,700 from \$652,688 as the cost of second rescue call and third person on-call coverage was double counted. See FY 2014-2015 budget amendment digest, amendment S2.**

**Finance committee recommendation added \$139,762 to add two overnight per diem positions and eliminate the need for second rescue call coverage and the overnight on-call rescue person responding from home. See FY 2014-2015 budget amendment digest, amendment C6.**

41130 Training compensation:

Regular training meetings	\$ 28,405
Officer Training	10,655
Rapid Intervention Team Training	2,630
*Annual Mandatory Training	15,012
Firefighter I training for new recruits (8)	14,632
Emergency Medical Technician (EMT) Training	7,066
EMT Intermediate Training (2 people \$1025 per class – 140 hours of time)	2,845
EMT Paramedic Training for 1 (\$7,000 for class – 500 hours of class time)	5,044
<u>Specialized EMS Training Opportunities</u>	<u>2,987</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 4110 – FIRE-RESCUE SERVICES

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	Total	\$ 89,276
42030	Preventive maintenance for specialized fire-rescue equipment, photocopier service agreement, group accident insurance for call personnel, mandatory physical exams, Hepatitis and TB vaccines, and fitness testing. This account also covers the cost for incident reporting systems, payroll, vehicle maintenance reports, messaging, personnel records, training, and other records.	\$35,275
42040	Printing reports, forms, and other materials.	\$750
42060	Cellular telephones in each of the rescues, each primary response vehicle, and chief officers, and. telephone lines for each of the stations.	\$7,425
42080	Postage.	\$1,000
42090	Registration for outside programs, classes (EMT, EMT Intermediate, EMT Paramedic, Fire Attack Schools, Fire Officer Programs, and other special trainings or programs).	\$19,000
42100	Attendance at outside training programs, meetings, conferences, etc.	\$2,600
42110	Dues for International Association of Fire Chiefs, Maine Fire Chief's Association, and Cumberland County Fire Chief's Association, and subscription for NFPA fire codes, and annual Southern Maine Emergency Medical Service assessment (formerly in account 4130-44070 (\$1,967))	\$4,617
42210	Mobile and portable radio repairs, battery replacements for thermal imaging cameras, gas meters, breathing apparatus, automatic defibrillators, extrication sawz-alls, portable flashlights, and pagers.	\$6,080
42260	Contracted services for rescue billing.	
43010	Office supplies for the administrative offices and all stations.	\$6,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 4110 – FIRE-RESCUE SERVICES

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43040	Medical supplies other than those restocked from hospitals.	<b>\$26,000</b>
43050	Clothing/uniforms for full-time paramedic/firefighters and per diem personnel.	<b>\$8,950</b>
43210	Annual replacement and upgrade of pagers for call personnel and mobile radios for apparatus.	<b>\$9,260</b>
43220	Purchase or replacement of protective clothing, worn or damaged tools and equipment, thermal imaging cameras, and breathing apparatus bottles, backboards, replacement hose, calibration or replacement of CO meters, etc.	<b>\$53,360</b>
43320	Firefighting foam and recharging of chemical fire extinguishers.	<b>\$2,000</b>
44070	Payment to the Town of Cumberland for fire and EMS services to the Forest Lake area of Windham, Maine EMS licensing costs-licenses are required for to receive Medicare payments.	<b>\$4,300</b>
46030	Bad debt expense, offset to amounts uncollectible in R0475.	

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

4140 - EMERGENCY MANAGEMENT							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
43010	Supplies & Materials	272	1,000	1,052	1,480	1,480	1,480
		<u>272</u>	<u>1,000</u>	<u>1,052</u>	<u>1,480</u>	<u>1,480</u>	<u>1,480</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014-2015

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## 4140 – EMERGENCY MANAGEMENT

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41030 Funding for operations and start-up supplies and materials to open an emergency shelter.

During a storm this past the Emergency Operations Center lost telephone and data service, seriously compromising its ability to function. A mobile “hot spot” was acquired to provide wireless connectivity, and carries a monthly charge of approximately \$40 per month.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

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## 4150 - WATER MAIN CHARGES

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acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42240	Water Main Charges	91,164	92,075	38,665	92,976	92,976	92,976
		91,164	92,075	38,665	92,976	92,976	92,976

\*\*Portland Water District is proposing a 3% increase to take effect May 1, 2014

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014-2015

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## 4150 – WATER MAIN CHARGES

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42240 Charges for fire hydrants and fire protection from the Portland Water District. The Portland Water District is requesting a rate increase of 3%. This rate increase is reflected in this budget request.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

4210 - FIRE/RESCUE VEHICLE MAINTENANCE							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41030	Part-time Compensation	-	2,000	0	2,000	2,000	2,000
42030	Professional Service	35,489	34,000	8,857	35,000	35,000	35,000
42200	Outside Vehicle Maintenance	(19,629)	18,000	50,622	19,000	19,000	19,000
42210	Electrical Equipment Maintenance	5,439	3,500	253	4,000	4,000	4,000
43140	Gas Products	7,713	9,000	3,523	9,000	9,000	9,000
43160	Diesel Fuel	28,388	30,000	12,725	38,500	38,500	35,000
43180	Tools	-	2,000	0	2,000	2,000	2,000
43200	Miscellaneous Products	274	2,000	1,439	2,500	2,500	2,500
43240	Tires	8,172	8,000	681	8,000	8,000	8,000
43250	Vehicle Maintenance Parts	50,535	30,000	7,000	30,000	30,000	30,000
44190	Capital Equipment	-	2,500	0	2,500	2,500	2,500
		<u>116,381</u>	<u>141,000</u>	<u>85,100</u>	<u>152,500</u>	<u>152,500</u>	<u>149,000</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 4210– FIRE-RESCUE VEHICLE MAINTENANCE

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### ACCOUNT DETAIL

41030 Part-time helper to assist with smaller repairs – bulbs, oil changes, or other projects depending on ability. This position has been hard to keep filled, which is why it is reduced. This budget allows the mechanic to seek an assistant on a special project or detail if needed. This amount is a minimal amount but requested as there may be an individual that is interested in the tasks.

\$2,000

42030 Payments to Gorham for Windham’s share of the apparatus mechanic program. The two towns share the mechanic’s wages and benefits. Time is divided equally and averages out over time as overseen by the two fire chiefs. The program has proven to be an asset in maintaining the fleet of emergency vehicles, the quality of the workmanship, and the timeliness on repairs for both communities. There is more work than the mechanic can keep up with, resulting in a “triage” approach and some apparatus remaining out of service longer than it should.

\$35,000

42200 Outside repair work such as spring work, front-end alignments, wrecker services, and some of the body or paint work. Some of the more technical work requires outside resources to make repairs. Labor cost increases with some specialty vendors this will put pressure on this account. Though efforts are made to do as much as possible in house, sometimes the one mechanic is overwhelmed by the number of vehicles between the two communities in need of service.

\$19,000

42210 Electrical work required on apparatus and rescues such as alternators, engine brakes, and major electrical system problems. We continue the process of replacing the older style of bulbs with LED’S. The LED’S reduce electrical load and improve service life of the electrical unit.

\$4,000

43140 Unleaded gas            3,000 gallons @ \$3.00/gallon

\$9,000

43160 Diesel fuel            11,000 gallons @ \$ 3.50 per gallon

\$38,500

**Finance committee’s recommendation reduced this account by \$3,500 based on actual consumption. See FY 2014-2015 budget amendment digest, amendment C2.**

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 4210- FIRE-RESCUE VEHICLE MAINTENANCE

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43180 Tool replacement, upgrade, or purchase.	\$2,000
43200 Oil products and other fluids that are used in the maintenance of the apparatus.	\$2,500
43240 Tires for fire-rescue vehicles and apparatus. Though we have fewer apparatus, the fewer numbers get more use and travel. The apparatus travel further distances more frequently.	\$8,000
43250 Parts. Fewer apparatus are being used more, resulting in more frequent servicing and repairs.	\$30,000
44190 Specialized tools and equipment on a cost-shared basis with Gorham.	\$2,500

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	137,997	138,183	65,008	142,934	144,374	144,374
41020	Overtime Compensation	1,026	1,000	160	1,000	1,000	1,000
41030	Part-time Compensation	15,758	15,473	7,132	15,898	15,898	15,898
42030	Professional Services	3,595	3,000	802	3,000	3,000	3,000
42060	Telephone	972	1,200	218	1,000	1,000	1,000
42070	Advertising	-		0			
42080	Postage	258	500	106	500	500	500
42090	Training/Conferences	767	3,000	1,332	2,500	2,500	2,500
42100	Travel/Meals	651	500	979	1,000	1,000	1,000
42110	Memberships	225	350	119	350	350	350
42260	Contracted Services		3,000	0	4,500	4,500	4,500
43010	Supplies & Materials	829	2,000	215	2,000	2,000	2,000
43030	Books/Maps/Publications	80		0			
		<u>162,158</u>	<u>168,206</u>	<u>76,071</u>	<u>174,682</u>	<u>176,122</u>	<u>176,122</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

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### MISSION:

The mission of the Windham Parks and Recreation Department is to enhance the quality of life in the town by providing recreational facilities, open spaces and programs to promote healthy lifestyles for its citizens.

### SUCCESS:

One way to define success at the mission of the department is to have the town's recreation facilities and programs used and enjoyed by many Windham residents.

### MEASUREMENT:

1. To complete inspections and necessary maintenance of each core recreation facility twice a week during the spring, summer and fall seasons. Our core recreation facilities are as follows: Dundee Park, Windham Skate Park, Mountain Division Trail, Lippman Park, Town Hall Playground, Lowell Playground, Windham Center Boat Launch, Lincoln Field and Manchester School basketball courts and skating area.
2. To have more than 15,585 visits at Dundee Park during the summer season, this is the average of the last three years. A customer satisfaction survey of park users will be implemented this summer to obtain baseline information of the user's park experience. This data will provide outcome measurements for 2015.
3. To provide three summer day camp programs that serve at least 204 campers in 2014, this is average of last three summers. A customer satisfaction survey of camp participants will be implemented this summer to obtain baseline information of the participant's program experience. This data will provide outcome measurements for 2015.
4. To provide year round special events that reach more than 558 people, this is average of last three years.
5. To provide senior trips year round that reach more than 235 seniors, the average of last three years. A customer satisfaction survey of trip participants will be implemented to obtain baseline information on their experience. This data will provide a basis for outcome measurements for 2015.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

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### UNMET NEEDS:

1. Consider a new senior/community center. Form a feasibility committee from community groups that would be interested in such a project, such as Windham youth basketball, Lakes Region Senior Center, Windham Center Stage Theater, and other community stakeholders.
2. Consider land for a ball field complex in Windham (30-40 acre facility). Create a task force to identify potential parcels, develop an estimated budget, and recommend a financing plan.
3. Storage space for Parks and Recreation Equipment- more space needed for equipment to be stored
4. Funds to establish a formal "Winterfest" community event in Windham \$5,000-\$10,000
5. Funds to establish a family cultural series during summer months - outdoor shows for families- \$3,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Parks and Recreation Director (1.0 FTE)

Recreation Programmer (1.0 FTE)

Administrative Assistant (0.8 FTE)

Total current authorized positions (2.8 FTE)

41020 Overtime compensation for non-exempt staff

41030 Part-time Senior Programmer (0.4 FTE)

42030 Professional services – service contracts for copier and duplicator machines

42060 Telephone

42260 Contracted services, custodial costs for use of school facilities

42080 Mailings of brochures and year-round shared use of postage meter

42090 Training administered by Maine Recreation Parks Association and regional conferences for department staff.

42100 Fuel, travel and meal expenses

42110 Membership to Southern Maine Area Recreation Technicians (SMART), Maine Recreation and Parks Association (MRPA), and National Parks and Recreation Association (NPRA).

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

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42260 Contracted Services- for custodian fees for use of school facilities, \$1,500 for bulletin board sign by Town Hall

43010 Office supplies during the year for the department

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 5111 - RECREATION PROGRAMMING

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41030	Part-time Compensation	84,558	88,000	62,995	95,500	95,500	95,500
41110	Payroll Tax	8,498	9,000	-	9,000	9,000	9,000
42030	Professional Expenses	614	1,000	222	800	800	800
42200	Outside Vehicle Maintenance	-					
42260	Contracted Services - Day Camp	26,867	30,000	21,263	30,000	30,000	30,000
42280	Contracted Services - Other	15,723	15,000	2,361	7,500	7,500	7,500
43010	Supplies and Materials - Day Camp	5,022	5,000	1,945	7,000	7,000	7,000
43020	Supplies and Materials - Other	85,769	6,000	64,372	4,000	4,000	4,000
43140	Vehicle Fuel	1,302	1,500	962	2,000	2,000	2,000
43250	Vehicle Maintenance	1,645	3,000	0	3,000	3,000	3,000
45020	Senior Programs	2,769	5,000	2,010	5,000	5,000	5,000
45030	Community Events	1,695	3,000	578	3,000	3,000	3,000
45040	Summerfest	(4,014)		(3,459)			
		<u>230,447</u>	<u>166,500</u>	<u>153,249</u>	<u>166,800</u>	<u>166,800</u>	<u>166,800</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-15

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## 5111 - RECREATION PROGRAMMING

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### ACCOUNT DETAIL

- 41030 Wages for all staff hired to run user fee supported recreation programs
- 41110 Wage-driven benefit costs for program staff.
- 42030 Active and Credit card assignment fees
- 42260 All contracted services for day camp programs.
- 42280 Contracted services for all programs and services.
- 43010 All equipment, arts and craft supplies, t-shirts for day camp programs.
- 43020 Supplies and material for all programs.
- 43140 Vehicle fuel, yearly anticipated use and amount necessary for the Recreation Vans.
- 43250 Vehicle maintenance, typical and annual maintenance check for (2) Vans and one pick up.
- 45020 Senior programs- all expenses for senior programs during the year.
- 45030 Community special events-all expenses for special events during the year.

**FISCAL NOTE:** This account represents direct program costs, which are offset by user fees in revenue account R0416. In addition, user fee revenues contribute to indirect program costs included in account 5110 and any additional revenues are transferred to Recreation Revenue Fund.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 5120 - PARKS - DUNDEE AND TRAILS

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41030	Part-time Compensation	46,009	49,150	30,848	50,944	50,944	50,944
42030	Professional Services	2,882	8,000	4,301	8,000	8,000	8,000
42060	Telephone	567	750	153	500	500	500
42150	Refuse Pickup	280	400	209	400	400	400
42220	Electricity	1,595	2,000	703	2,000	2,000	2,000
42230	Water Supply	1,952	2,000	770	2,500	2,500	2,500
42250	Building Services	2,298	3,000	2,557	4,500	4,500	4,500
43010	Supplies and Materials	5,194	12,000	5,998	15,000	15,000	12,000
44070	Community Events			-			
45260	Ice Rink Plowing Services			-			
45270	Lease of PWD Gambo Soccer Fields	832	850	843			
		61,608	78,150	46,382	83,844	83,844	80,844

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-15

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## 5120 – PARKS

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### ACCOUNT DETAIL

#### 41030 Part-time Compensation

Dundee Park

Steward Managers

Supervisor,

Lifeguards coverage, 2 for estimated 55 hours per week

Dundee Park total

\$38,190

Trail and Park maintenance workers

\$14.57 per hour x 25 hours x 35 weeks

\$12,749

Total Part-time Compensation

\$50,939

42030 Professional services for forestry services for Lowell Preserve and for tree work  
at Dundee Park

\$ 8,000

(off-setting revenue from harvesting activities- \$5,000, Tree work at Dundee \$3,000)

42060 Telephone

42150 Trash disposal

42220 Electricity for Dundee and skating area

42230 Plumbing needs at Dundee

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-15

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## 5120 – PARKS

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42250 Building needs for Dundee (\$3,000) and drainage repairs to Manchester Basketball court (\$1,500)

43010 Supplies and materials for Dundee Park and trails in Town, funds for grill replacement-\$2,000, and \$6,000 for maintenance expenses at Lincoln Field, some of which will be reimbursed, \$3,000 for plow for winter season.

**Finance committee recommendation reduced this account by \$3,000 for maintenance expenses at Lincoln Field, with offsetting reduction in field use fees in R0486. See FY 2014-2015 budget amendment digest, amendment F5.**

45270 Fees and taxes paid to Portland Water District for Gambo property.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

<b>5130 - PARKS - SKATE PARK</b>							
<b>acct</b>	<b>description</b>	<b>FY 2013 actual</b>	<b>FY 2014 approved</b>	<b>FY 2014 ytd (1/8)</b>	<b>FY 2015 preliminary</b>	<b>FY 2015 manager</b>	<b>FY 2015 approved</b>
41030	Part-time Compensation	8,730	-	0	-	-	-
42060	Telephone	341	-	119	-	-	-
42220	Electricity	360	-	64			
42260	Contracted Services	551	1,000	281	600	600	600
43010	Supplies and Materials	602	5,000	381	5,000	5,000	5,000
43020	Office Supplies & First Aid	80	-	-			
		<u>10,664</u>	<u>6,000</u>	<u>845</u>	<u>5,600</u>	<u>5,600</u>	<u>5,600</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-15

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## 5130 – PARKS – SKATE PARK

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### ACCOUNT DETAIL

41030 Part-time compensation (eliminated in fiscal 2014)

**A proposal to add \$4,540 to fund staffing for the park beginning in April 2015, offset with revenue from fund balance at R0495, was not approved by the Council. See FY 2014-2015 budget amendment digest, amendment C7.**

42260 Portable toilet and dumpster rental expenses for park

43010 Repair and replacement of ramps and obstacles

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 5510 - LIBRARY SERVICES

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	248,992	235,568	94,220	277,306	241,175	241,175
41030	Part-time Compensation	40,612	36,629	20,990	58,079	42,030	42,030
42030	Professional Services	3,247	3,800	2,000	9,100	9,100	9,100
42040	Print Services	598	700	94	1,100	1,100	1,100
42050	Equipment Maintenance	781	750	950	915	915	1,410
42060	Telephone	2,441	2,000	979	2,250	2,250	2,250
42080	Postage	802	1,000	158	1,200	1,200	1,200
42090	Training/Conferences	455	750	249	1,000	1,000	1,000
42100	Travel/Meals	1,048	2,000	81	2,500	2,500	2,500
42110	Memberships	265	400	84	500	500	500
43010	Supplies & Materials	3,870	4,000	2,704	4,500	4,500	4,500
43030	Books, Maps & Publications	22,971	24,300	6,100	28,630	28,630	28,630
43060	Non-printed Materials	5,202	5,600	1,438	9,600	9,600	9,600
43220	Other Equipment	2,040	40,000	2,592	11,570	11,570	11,570
		<u>333,324</u>	<u>357,497</u>	<u>132,639</u>	<u>408,250</u>	<u>356,070</u>	<u>356,565</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 5510 – LIBRARY SERVICES

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### MISSION:

The mission of the Windham Public Library is to provide a well-rounded and up-to-date collection offering informational, educational and recreational services to every age group, and to encourage a love of reading and learning for all.

### SUCCESS:

We define success by:

- Providing a robust collection with materials that provide accurate and up-to date information. Materials provided address both informational and recreational needs.
- Providing a variety of library programs and services that inform the public and provide early literacy and other educational opportunities.
- Providing access to current technological devices and assistance with learning to use them to navigate the new digital landscape.
- Maintaining stable attendance and circulation statistics. Benchmarks and statistics from the Maine State Library Annual Report are used to compare statistics with other libraries of similar size.

### MEASUREMENT:

The number of people using the library and the number of materials and resources checked out, accessed, requested, and programs participated in are all measures of the library's success in accomplishing its mission.

- The library measures success at providing a robust collection utilizing statistics that show the number of items added to the collection. In 2013, 3,243 items were added to the library collection of 45,379 items through purchases or donations. Library staff members continuously weed out items that are outdated and in disrepair and order new up-to-date items. Professional review sources, such as Library Journal are used to determine the appropriate items to develop the collection. We could improve in this area in two ways:
  - Increasing the number of items we purchase and offering new material types such as Blu-Ray movies and Playaways (digital all-in-one audiobook listening devices).
  - Providing increased access to materials utilizing the statewide consortium, Minerva, and increase the use of the interlibrary van delivery system. Our interlibrary loan service is limited by staffing and budgetary constraints thereby limiting community access to needed resources. However, in order to be a successful member of the consortium additional staffing resources are needed. The increase in circulation will be drastic and many materials will arrive and be sent out utilizing a van delivery service. Staffing resources are already stretched thin and cause for safety concerns. The benefit of joining the Minerva system

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 5510 – LIBRARY SERVICES

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will be a boon for the community but staffing resources must be addressed. The software used by the consortium is much more advanced than our current software that is due for replacement. Once the circulation software is determined we will be able to move forward to provide other necessary services like eBooks and replace our outdated time and print management software for our public access computers.

- The library measures success at providing a variety of programs and services utilizing the number of programs held and the attendance statistics for these programs. As staffing resources have been stretched the total number of programs offered has decreased 27%. However, the total attendance at our programs has only fallen by 1%, in fact story time attendance rose 36%. This measurement speaks to the quality and interest of the program. More people are attending the fewer programs we are hosting.
  - We could improve in this area with increased staffing resources. This would allow staff time to plan and carry out additional programs that the community would attend.
- A measurement of success at providing current technological devices and assistance using them is the number of people using our public access computers and meeting with staff members for assistance. Library users had 9,590 computer sessions in 2013. We do not track the number of requests for assistance but this a large portion of the Technology Librarian's time is spent answering questions about the computers, assisting with training to use them and their personal technological devices.
  - We recently added a literacy station in the Children's Room that is preloaded with educational software for children. This brought technology to an area and age group in the library that previously had none. We have had a positive response to this. However, we still have improvements to make to offer access to technology and assistance using it. We can improve by adding more workstations in the Children's Room or iPads, workstations for the Teen area, eBooks and circulating eReaders.
- To measure success at maintaining stable attendance statistics we have just begun tracking daily attendance statistics. We do not have an exact frame of reference to compare this measurement yet. However, from the recent statistics we have begun to gather, we average anywhere from 250-350 visits per day. This would mean an approximate yearly total number of visits over 80,000. This statistic is in line with other libraries and communities of our size such as Baxter in Gorham (63,275 visits/yr.) and Walker in Westbrook (86,222 visits/yr.). However, each of these libraries has fewer service hours per week. Due to this, improvement in our attendance figures can be realized, either by adjusting the hours we are open to times when we might increase traffic or adding additional programs and services that may increase the number of visits. Our circulation statistics are likewise in line with other communities of our size. Last year we circulated 106,750 items and another 5,500 digital downloads were "checked out". Comparatively, Baxter circulated 79,960 items and Walker circulated 119,701. Improvement in our circulation statistics can be seen by improving our access to resources outside of our system and continuing to develop our collection by purchasing new items and removing outdated items or ones that do not circulate.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 5510 – LIBRARY SERVICES

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### ACCOUNT DETAIL

- 41010     **Full-Time Compensation:** Annual salaries and wages for positions as authorized:
- Library Director (1.0 FTE)
  - Adult Services Librarian/Cataloger (1.0 FTE)
  - Children’s Librarian (1.0 FTE)
  - Technology Services/Reference Librarian (1.0 FTE)
  - Children’s Library Assistant (.75 FTE)
- Total current authorized positions (4.75 FTE)
- 41030     **Part time Compensation:** Coverage of 38 hours per week (3 employees)
- NEW       **On Call Compensation:** Substitute part time coverage average of 20 hours/week to cover staffing gaps, staff vacations, sick time, trainings, meeting attendance and community outreach.
- 42030     **Professional services:** Funds for yearly library software contracts and Interlibrary Loan statewide van delivery as well as the contract fee for ebook service.
- 42040     **Print Services:** Printing of patron cards, application cards, bookplates, etc.
- 42050     **Office Equipment Maintenance:** Contracts to maintain copiers and typewriter. Includes toner.
- Finance committee recommendation added \$495 for copier contract. See FY 2014-2015 budget amendment digest, amendment F6.**
- 42060     **Telephone:** Regular telephone lines, fax line and 2 emergency response phones and cell phone service for Library Director.
- 42080     **Postage:** Library postage costs.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 5510 – LIBRARY SERVICES

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- 42090 **Training/Conferences:** Covers registration fee for American Library Association Conference (ALA) and registrations for staff members to attend Maine Library Association (MLA) and/or New England Library Association Conferences (NELA) as well as other professional workshops or seminars that benefit library service.
- 42100 **Travel/Expenses:** Routine reimbursement for travel and meals at seminars and conferences as well as mileage reimbursement for library staff who take library services to nursing homes and senior living facilities. There are mandatory meetings to attend for the Minerva consortium 12x/year. Line increased to accommodate this change.
- 42110 **Memberships:** Fees for the American Library Association (ALA), Public Library Association (PLA), state & regional associations. Additional \$100 added FY15 for new membership level created by Maine Library Association; \$100 to register entire staff.
- 43010 **Supplies/Materials:** Office supplies, specialized library supplies, printer cartridges, paper for copier and printers.
- 43030 **Print materials:** Books, maps and periodicals.
- 43060 **Non-print materials:** Videos, music and audiobooks.
- 43220 **Other equipment:** Computer equipment, library shelving, storage and miscellaneous library equipment and furniture. The library has 23 computers, including public access computers, catalog stations, circulation stations, and staff computers. This line item reflects replacement of equipment as needed. Additional funds added FY15 for new time and print management software, server and coin-operator for public print jobs.

### UNMET NEEDS

- **Full Time Compensation:** Circulation/Teen Services Coordinator needed to provide assistance in these two service areas where we lack staff and provide building coverage to create a safe and welcoming environment.
- **Part-Time Compensation:** Additional staff needed to provide 25 hours of coverage in the Children's Room to create a safe and welcoming environment.
- **On-Call Compensation:** Substitute help in new On-Call Compensation line. To assist with library coverage during staff vacations, sick time, trainings, meeting attendance and community outreach.
- **Professional Services:** Upgraded software for Circulation functions with delivery service for Interlibrary Loans is necessary to provide access to resources.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 5510 – LIBRARY SERVICES

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- **Other Equipment:** New time and print management software needed. Current software is not compatible with Windows 7 OS.

Tom Trautlein, Town of Windham Systems Administrator, and I have discussed the technology needs of the library. We are agreement regarding two areas, replacement of our current time and print management system Vendprint, with a product called Envisionware. Our current software no longer meets our needs and Envisionware will work well within our network and future growth. In addition, Tom and I agree that the end of our current circulation software contract in 2014 is an opportunity for us to migrate to the statewide consortium Minerva. Minerva utilizes the Innovative Interfaces, Inc. Millennium software. The advantages of this system are many not only for the library staff but for the Windham community cardholders. Below is a letter of support for these changes from Tom.

Jen,

As Systems Administrator, I recommend that the Library replace the current Vendprint system used for public computer access. This is a dated system which runs on a Windows XP operating system which reaches end of support life in April 2014. The proposed EnvisionWare solution is a good fit for reservations in the current environment with an extremely flexible central management solution which is capable of adjusting to future growth and access changes while minimizing staff oversight. In addition, the PCReservation system is capable of cross platform utilization which should keep the system viable for a variety of possible future configuration changes.

I also recommend a change from the current Koha system. The current contract ending in December 2014 is an opportunity to move away from a circulation software component that has limited ability and is not effectively utilizing Maine library circulation and cataloging. The all too frequent technical support for Koha consistently begins any troubleshooting with deflecting responsibility and often has appeared to try and confound the Library staff with technological jargon which when deciphered was somewhat nonsensical if not purposely deceptive. The proposed Minerva system is an enormous resource and the generally accepted standard in much of Maine. The Minerva exchange system and database is a tremendous resource feature which is not the future of libraries in Maine, but in fact it is the present. This resource is not currently being utilized in Windham.

Thomas J. Trautlein  
Systems Administrator – Town of Windham

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

6110 - CODE ENFORCEMENT & ZONING ADMINISTRATION SERVICES							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	141,898	160,321	74,913	211,196	160,359	160,359
42030	Professional Services	250	1,000	100	9,000	9,000	9,000
42040	Print Services	75	200	0	200	200	200
42050	Equipment Maintenance	66	500	0	500	500	500
42060	Telephone	2,081	1,800	570	2,500	2,500	2,500
42070	Advertising	667	1,200	0	1,500	1,500	1,500
42080	Postage	584	800	89	800	800	800
42090	Training/Conferences	1,778	2,000	265	3,000	3,000	2,000
42100	Travel/Meals	979	1,000	436	2,000	2,000	1,200
42110	Memberships	195	195	465	530	530	500
43010	Supplies & Materials	928	900	192	1,500	1,500	1,000
43030	Books, Maps & Publications	1,372	1,500	-	2,000	2,000	1,500
43140	Gas Products	1,145	1,200	702	2,700	2,700	1,500
43220	Other Equipment	493	1,000	774	1,800	1,800	1,000
43300	Copy Services	659	1,040	(122)	1,000	1,000	500
		<u>153,169</u>	<u>174,656</u>	<u>78,384</u>	<u>240,226</u>	<u>189,389</u>	<u>184,059</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6110 – CODE ENFORCEMENT & ZONING ADMINISTRATION

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### MISSION:

To protect the life safety, health, and welfare of the citizens of the Town of Windham through consistent and fair enforcement of applicable federal, state and local codes and regulations.

### SUCCESS:

Core functions defining success in accomplishing the mission of code enforcement are:

- *Floodplain Management* - All structures newly built or remodeled are in full compliance with the State of Maine Floodplain regulations.
- *Enforcement of local zoning and licensing codes* - All commercial and residential properties in the Town of Windham are in compliance with the local zoning regulations through effective complaint resolution and inspections of new and remodeled structures.
- *Enforcement of Land Development Regulations/Excavations* - All land development activities associated with excavations and earthmoving is in compliance with the Town of Windham Land Use Ordinance and remains so over their permitted lifetime if applicable. A continuous and accessible system for public input is available to all citizens.
- *Zoning* - Enforce the Land Use Ordinance; Conduct Zoning and Environmental permit review; conduct on-site inspections for Zoning and environmental as required; process and review all commercial and residential development applications/ development review; process and review Variance and Appeal applications; assist the public with building, environmental and zoning inquiries
- *Enforcement of Maine Uniform Building and Energy Code and other associated building-related codes* - All newly constructed or remodeled structures are built in full compliance with the provisions of the Maine Uniform Building and Energy Code. Unsafe structures or areas of the Town of Windham are identified and appropriately handled to protect the life safety, health and welfare of the citizens of The Town of Windham.

### MEASUREMENT:

Two key indicators of success are voluntary compliance of MUBEC and local ordinances, and the consistent timely review of permit applications and plans:

- Public education can be a primary measure to achieve voluntary compliance of the Maine Uniform Building and Energy Code and the Town of Windham land use ordinance. This budget proposal includes an increase in funding to be able to provide public education opportunities.
- Plan review times are a good form of measurement. Current software systems lack the ability to capture the data, this proposal includes additional funding for a software program that would meet that need as well as create a more transparent department and improve the efficiency of staff. It has the ability to email directly to an applicant when the review process has been started, send requests for additional information, allows them to submit electronically, and notify them when their permit is available. It also allows the inspector to take notes in the field directly in the record, notifying the permit holder of the inspection results.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6110 – CODE ENFORCEMENT & ZONING ADMINISTRATION

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### ACCOUNT DETAIL

41010 Annual Salaries and wages for positions as authorized:

Director (1.0 FTE)

Administrative Assistant (1.0 FTE)

Code Enforcement Officer (1.0 FTE)

Code Enforcement Officer (1.0 FTE) *Mission position*

Total current authorized positions (3.0 FTE)

*In 2009, a time when the department had 3 code enforcement officers, we saw a decline in the housing market and staffing levels were reduced to remain consistent with the demand. Today, the housing market is rebounding and the number of permits has increased significantly. At the State level there have been codes that have been implemented that require more inspections than previously required. There were 854 permits issued in 2009 and 1266 inspections performed. In the fiscal year to date there have been 1002 permits issued and 1423 inspections performed with 5 months remaining and a busy building season ahead of the department. Aside from single family home permits, there has been a significant increase in other areas as well. (Plumbing, subsurface wastewater, electrical, residential renovations, commercial renovations, etc...) Development seems to be making a comeback with increased activity of residential subdivisions at the planning board level as well. In anticipation of the approvals and the increase of permits we are receiving on a consistent basis, there is concern about the responsiveness that our department can provide. Last year inspections were heavy and response times for scheduling inspections were at level that caused concern in the development community. In recognition of that demand, inspections were performed on the weekends, photo documented (simple items only), and weekend text messages and phone calls were answered regarding inspection and building questions. To become successful in achieving our mission, I feel it is necessary to add a mission position to help ensure we meet that mission.*

42030 Contracted Services – *This is a proposal for updating and adding permit applications to the MyGov permitting software. This software has the ability to increase the efficiency and responsiveness of the department staff as well as create a transparency of the day to day operations as they pertain to permitting and inspections. It would allow for a more mobile department as*

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6110 – CODE ENFORCEMENT & ZONING ADMINISTRATION

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*inspection reports are created in the field and emailed directly to the applicant, creating timestamps for each interaction and the ability to better measure the performance of the department. Website application submittal would become available with the ability to submit support documents via the web module. Public Works is also looking at this software; this would allow us to share information easily between us. With the increase in permitting activity and the request for additional staffing, it would eliminate the need for additional support staff. Current support staff levels could be maintained due to the functionality of the software and its ability to lessen the back office workload of support staff that is required for each permit as well as automatic generation of reports that are needed on a monthly basis.*

42040 Business cards, stop work orders.

42050 Annual server printer maintenance and parts, shared with Planning Department, Assessing, and WEDC.

42060 Office and cellular phone charges. *This is a reflection of the need for an additional cellular phone for additional staffing.*

42070 Legal advertisements for Appeals Board - 12 meetings

42080 Postage for general office correspondence, public hearing notifications to abutters.

42090 Initial and ongoing training for Code Enforcement Officers to maintain certifications. *Continued training is required to maintain code enforcement officer and building inspector certifications. The certifications required to perform our job duties include Land Use, Shoreland Zoning, 80K Court Rule, Residential Building, Commercial Building, Residential Energy, Commercial Energy, Residential Ventilation, Commercial Ventilation and Radon Standards. With the State offering "basic" training on a limited level and additional staffing, this reflects mission success and the ability to attend advanced level training for our inspectors and gains confidence within the community. Outside training opportunities also allows our department to maintain an acceptable level of staffing during training events as they can be scheduled at rotating intervals.*

**Reduced in the finance committee's recommendation to remove costs associated with a third code officer included in the preliminary budget. See FY 2014-2015 budget amendment digest, amendment F7.**

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6110 – CODE ENFORCEMENT & ZONING ADMINISTRATION

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42100 Meetings for Code Enforcement, this includes food expenses for Contractor Quarterly Forum meetings. *With the lack of public education at the State level regarding the changes in the building codes our department would like to work in conjunction with surrounding communities to provide a forum for community involvement.*

**Reduced in the finance committee's recommendation to remove costs associated with a third code officer included in the preliminary budget. See FY 2014-2015 budget amendment digest, amendment F7.**

42110 ICC (\$125), Maine Building Officials & Inspectors Association (\$135) *an increase of \$35 in MBOIA membership fee for proposed staff increase*, Maine Rural Water Association (\$270) *MRWA membership includes blanket membership for applicable town staff and ensures applicable departments receive CEU's for soil and erosion and storm water management.*

**Reduced in the finance committee's recommendation to remove costs associated with a third code officer included in the preliminary budget. See FY 2014-2015 budget amendment digest, amendment F7.**

43010 General office and color printer supplies (shared with the Planning Department, Assessing and WEDC).

**Reduced in the finance committee's recommendation to remove costs associated with a third code officer included in the preliminary budget. See FY 2014-2015 budget amendment digest, amendment F7.**

43030 Publications and code books. *When the Legislature enacted MUBEC (Maine Uniform Building and Energy Code) part of that legislation stated that the State cannot be more than one code cycle behind the national publication which is produced every 3 years. Currently MUBEC consists of the 2009 ICC codes. It is anticipated that within this budget cycle books will be needed for the code cycle update. A set of these code books is need for each inspector to perform their job duties.*

**Reduced in the finance committee's recommendation to remove costs associated with a third code officer included in the preliminary budget. See FY 2014-2015 budget amendment digest, amendment F7.**

43140 Estimated use of 900 gallons at \$3.00 per gallon. *The additional staff member would create a need to increase fuel consumption. It is anticipated that the additional staff would allow more in office support; however there will be times that*

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6110 – CODE ENFORCEMENT & ZONING ADMINISTRATION

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*the staff would be needed in the field, particularly during the development season ensure a level of responsiveness that is expected from developers and citizens.*

**Reduced in the finance committee's recommendation to remove costs associated with a third code officer included in the preliminary budget. See FY 2014-2015 budget amendment digest, amendment F7.**

43220 Equipment needed to perform inspections, safety equipment, inspection tools, etc... *With the proposal of an additional staff member to effectively meet our mission, additional tools and equipment would be required to accommodate the additional staff member.*

**Reduced in the finance committee's recommendation to remove costs associated with a third code officer included in the preliminary budget. See FY 2014-2015 budget amendment digest, amendment F7.**

43300 Copier service contract, paper and copy supplies shared equally by Code Enforcement, Assessing, Planning, and Economic Development. Adjustment based on prior years' experience. *With the addition of the new copy machines within the department we determined that if we are consistent with charging for the copies that are requested by customers we have the ability to generate revenue to offset the cost of heavy copy usage.*

**Reduced by \$500 in the finance committee's recommendation. See FY 2014-2015 budget amendment digest, amendment F8.**

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

6120 - PLANNING SERVICES							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	166,594	175,410	71,658	170,695	170,695	170,695
42030	Professional Services	7,852	10,000	2,554	10,000	10,000	10,000
42040	Print Services	697	750	0	750	750	750
42050	Equipment Maintenance	307	500	0	500	500	500
42060	Telephone	1,372	1,800	405	1,800	1,800	1,800
42070	Advertising	4,648	5,000	2,163	5,000	5,000	5,000
42080	Postage	745	1,000	447	1,000	1,000	1,000
42090	Training/Conferences	720	2,000	344	2,000	2,000	2,000
42100	Travel/Meals	1,215	2,000	455	2,000	2,000	2,000
42110	Memberships	897	900	388	900	900	900
43010	Supplies & Materials	916	1,500	305	1,500	1,500	1,500
43030	Books, Maps & Publications	409	500	0	500	500	500
43300	Copy Services	681	500	109	500	500	500
		<u>187,055</u>	<u>201,860</u>	<u>78,828</u>	<u>197,145</u>	<u>197,145</u>	<u>197,145</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6120 –PLANNING SERVICES

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### MISSION:

The mission of the Planning Department is to assist the community's elected leaders, municipal officials and citizens in the creation of a vision and plans for future growth and stewardship, and to assist in implementing the community's vision and plans through the formulation of land use and transportation policies, attainment of funding, and application of the development review process.

### VISION:

The Windham Planning Department is dedicated to encouraging, supporting, and enabling:

- The elevation of the inspirations, visions and goals of Windham's citizens, elected leaders and officials through the creation and implementation of the community's plans and policies.
- The achievement of the community's vision through the formulation of policies, the facilitation of civic improvements, and the employment of a fair and predictable development review process.
- The opportunity for Windham's citizens, elected leaders and officials to provide input that will continuously help to define the community's vision, goals and policies.

### SUCCESS:

Elements of success for the department include:

- The Town has an adopted, State consistent, comprehensive plan that is updated every five years.
- Windham has focused plans for specific areas or programs within the community.
- Policies and ordinances are enacted that achieve the vision and goals of the comprehensive plan and area plans.
- Staff possesses a high level of technical expertise and motivation.
- A continuous and accessible system for public input is available to all citizens.
- The department has the resources to carry out long-range and short-range planning functions.
- Windham conducts a development review process that achieves the community's vision and goals in a manner that is equitable and efficient.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6120 –PLANNING SERVICES

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### MEASUREMENT:

- Percentage of quarterly milestones achieved on time in the, “Windham Comprehensive Plan: Process Timeline,” dated February, 2014 (or timeline as amended by the Town Council).

### MISSION BASED BUDGET:

This budget is based on achievement of the mission, vision, success, and indicators expressed above. To accomplish the stated goals and tasks, the following changes are proposed from the approved FY 2012-2013 budget:

- Professional Services: The level of professional services required will be similar to 2013-2014, with anticipated work in the upcoming year on additional impact fees, potential for engineering related to the PACTS application for funding improvements at the River Road/Route 302 intersection, and assistance on ordinance standards.
- Advertising: After a reduction last year, and based on year to date advertising costs, the advertising budget appears to be stable at the current level of funding.
- Training/Conferences: A highly trained Staff is one indicator of the department’s success. Actual spending on training for 2013-2014 does not reflect the training needs anticipated in 2014-2015, because for much of the year, the department was staffed with only one planner. Training needs will be similar to prior budget years. If a national level conference is attended (APA National registration is \$695), the money remaining for more local trainings is minimal.
- Travel/Meals: Along the lines of training/conferences, this line item has should be kept at the current level. This funding amount may limit the department’s ability to attend regional and national level conferences. Outside of conferences, the department spends very little on travel and meals.
- Supplies & Materials: The proposed increase will cover purchases beyond basic daily supplies. For example, the department has in the past purchased computer software and supplies for public meetings (portable projector, easels, flip charts, foam board).

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6120 –PLANNING SERVICES

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41010 Annual salaries and wages for positions as authorized:

- Planning Director (1.0 FTE)
- Planner (1.0 FTE)
- Planning Secretary (1.0 FTE)

Total current authorized positions (3.0 FTE)

42030 Professional Services

- Consulting for Plans, Studies or Projects

42040 Print Services

- Duplication of:
  - Large format engineering plans,
  - Comprehensive Plans (color),
  - Land Use Ordinances,
  - General photocopies

42050 Equipment Maintenance

- Annual printer maintenance and parts (Fixed Cost).

42060 Telephone

- Land lines (Fixed Cost),
- Supplies cellular phone service for Director and Assistant Planner.

42070 Advertising

- Legal advertisements for Planning Board meetings (Fixed Cost),
- Notices for public announcements or community meetings

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6120 –PLANNING SERVICES

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### 42080 Postage

- Mailing of letters and documents,
- Mailing of abutters' notices as part of the Planning Board review process.

### 42090 Training/Conferences

- Registration for various workshops, including American Planning Association (APA) National Conference, state conferences, computer training.
- Additional local conferences:
  - Local APA Chapter Conference,
  - Specialized training sessions on such topics as stormwater management, development review, and specific planning topics.

### 42100 Travel/Meals

- Travel expenses related to attendance and workshops, conferences, and meetings, including national conferences and/or regional meetings.

### 42110 Memberships

- Dues for professional associations, APA (National), APA (Chapter), American Institute of Certified Planners (AICP), Maine Association of Planners (MAP).

### 43010 Supplies & Materials

- General office supplies, contributions to color printer and plotter supplies.

### 43030 Books, Maps & Publications

- Purchase of planning reference books for staff and planning board members.
- Examples include:
  - Journal of the American Planning Association,
  - Planner's Advisory Service Publications – these are topic specific reference materials that assist in the completion of planning studies, ordinance amendments, and other related projects,

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6120 –PLANNING SERVICES

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- Zoning Practice,
- Reference books for projects such as the Ordinance Update Committee,

### 43300 Copy Services

- Shared contract with Assessing and Code Enforcement.
- Money is deducted by the Town Manager's Office based on the amount of photocopies made on the Code, Assessing and Planning printer/photocopier.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

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## 6121 - COMPREHENSIVE MASTER PLAN

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acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42030	Professional Services	7,000	25,000	2,342	-	-	-
42070	Advertising						
42100	Travel/Meals						
43010	Supplies & Materials						
		<hr/> 7,000	<hr/> 25,000	<hr/> 2,342	<hr/> -	<hr/> -	<hr/> -

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6121 – COMPREHENSIVE MASTER PLAN

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42030 Professional services associated with drafting a revised/updated comprehensive master plan. Costs are expected to be spread over two fiscal years, 2013 and 2014, roughly two-thirds and one-third, as outlined below:

Public process facilitation	\$ 15,000
Survey	25,000
Online forum, public participation (Mindmixer)	10,000
Mapping	10,000
Writing/editing	1,000
Meeting expenses	5,000
<hr/>	
Subtotal	\$ 66,000
Contingency	9,000
<hr/>	
Total	\$ 75,000
FY 2013	\$50,000
FY 2014	\$25,000

The Council reduced the total amount for FY 2013 by \$10,000 and having as much mapping done “in house” as possible. Through FY 2014 a total of \$65,000 had been allocated to the comprehensive plan update. No additional funds are requested for FY 2015.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 6510 - ASSESSING SERVICES

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	210,151	214,698	102,395	219,183	222,359	222,359
42030	Professional Services	125	3,000	3	3,000	3,000	3,000
42040	Print Services	-	500	-	500	500	500
42050	Equipment Maintenance	9,340	19,560	10,285	19,760	19,760	19,760
42060	Telephone	481	804	118	804	804	804
42070	Advertising	276	500	173	500	500	500
42080	Postage	1,984	2,673	319	2,673	2,673	2,673
42090	Training/Conferences	765	1,655	974	1,655	1,655	1,655
42100	Travel/Meals	1,520	1,780	1,368	1,780	1,780	1,780
42110	Memberships	675	900	725	900	900	900
43010	Supplies & Materials	1,908	1,600	768	1,600	1,600	1,600
43030	Books, Maps & Publications	2,086	3,320	1,036	3,320	3,320	3,320
43220	Other Equipment	-	-	-	-	-	-
43390	Vehicle Expenses	574	600	195	700	700	700
		<u>229,885</u>	<u>251,590</u>	<u>118,359</u>	<u>256,375</u>	<u>259,551</u>	<u>259,551</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6510 – ASSESSING SERVICES

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### MISSION:

The mission of the Assessing Office is defined by the Maine Constitution, which states: *All taxes upon real and personal estate, assessed by authority of this State shall be apportioned and assessed equally according to the just value thereof.*"

### SUCCESS:

The Assessing Department as part of its mission has four core functions, all of which will contribute to the success of the assessing function of the mission and to the success of the Town of Windham. Those are:

- Assessing all real and personal property. This involves correctly listing ownership interests in properties as interpreted from recorded deeds and other legal documents, maintaining assessors maps, tracking new and deleted parcels, inspecting for new construction and other property changes, tracking zoning changes and adjusting properties accordingly, conducting sales analyses, developing valuation models that take into consideration all standard approaches to value, applying valuation conclusions through a computerized mass appraisal system, administering current use valuation (tree growth, farmland, open space), administering abatements and supplemental taxes
- Administration and Statutory Duties. Examples are: developing a tax commitment with all related reports and working with the Town Manager and Council to develop an annual tax rate, tracking growth statistics for the LD1 tax cap, applying all types of property tax exemptions, administering 911 street numbering system, budgeting, providing personnel training, administering state programs such as the Business Equipment Reimbursement and Business Equipment Tax Exemption programs, administering the local Tax Increment Financing program, providing annual reports and assistance to the Maine Dept. of Revenue, and managing Internet data.
- Public Relations. We provide information as needed to the Town Council and Town Manager, provide information and notices to property owners in a timely and understandable form, provide information to the public, real estate brokers, appraisers, surveyors, attorneys via mail, email, website, telephone, walk-ins
- Technical Assistance and Office Coverage: This is primarily providing technical help to other departments in areas such as statistical analysis, computer software, and Geographical Information Systems (GIS), and assisting other departments with office coverage and scheduling.

### MEASUREMENT:

- Property Assessment: The primary measures of success in assessing from a statutory perspective are the assessment ratio and the quality rating. The assessment ratio measures the overall ratio of assessed value to market value. The statutory requirement is the ratio must be greater – 162 – percent and less than 110 percent. The Assessor's office tries

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6510 – ASSESSING SERVICES

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to keep the assessment between 90 and 100 percent of value. The quality rating is a statistical measurement of equity, the lower the number the better the equity. State law requires a quality rating of less than 20 percent. Our goal is to keep the quality rating at less than 10. The latest assessment ratio study as conducted by the Assessor indicated an assessment ratio of 98% and a quality rating of 8.78%. This is considered an excellent assessment rating.

- Administrative measures: The Assessor's Office generates annual an annual summary of twenty reports that contain statistics that can be tracked from year to year. For example, one of those reports, the Municipal Valuation Return has statistics on valuation breakdowns, exemptions, and current use property statistics. The overall trend that is shown in these reports indicates that Windham is stable with a steady, moderate growth rate in many categories. All of these reports are public information and are available in the Assessor's Office. Measurements of success are rated in the Report of Assessment Review, an annual audit by the Maine Department of Revenue. Our ratings in the latest report show "good" in all categories.
- Public Relations. We provide property information to the public through our on-line information on the Town's website and the Vision Government Solutions website. Most of the public inquires and requests for help go through the websites and through emails. We have much less walk-in traffic than in the past. For the 2013 calendar year 18,114 customers looked at 405,214 pages of data on the Vision website. We visited 1,753 properties in calendar year 2013 and met with several taxpayers with a minimal number of complaints to our department. We also supply various special reports and research assistance to the public, the numbers of which have not been tracked, but it is a significant effort.
- Assistance to other Departments. This is a major function of the department. We work closely with the Code Enforcement Department, scheduling inspections and assisting customers. We provide information and support to other departments, particularly when land use data is needed in statistical or mapping formats.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6510 – ASSESSING SERVICES

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### ACCOUNT DETAIL

#### 41010 Compensation

Assessor (1.0 FTE)  
Assistant Assessor (1.0 FTE)  
Appraiser (1.0 FTE)  
Administrative Assistant (0.8 FTE)

Total current authorized positions (3.8 FTE)

#### 42030 Professional Services

Consultant services to cover special circumstances such as a complex abatement challenges and having special programming done to the assessing software.

\$3,000

#### 42040 Print Services

Print Services for tax map copies. We are doing more printing in-house, but mass copying of the tax maps needs to be done at a copy center.

\$ 500

#### 42050 Equipment Maintenance

Photocopier share	\$ 1,100
Vision web hosting	\$ 3,200
Vision Appraisal Software (10 users)	\$ 7,460
Vision V7 Upgrade	<u>\$ 8,000</u>
Total	\$19,760

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6510 – ASSESSING SERVICES

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### 42060 Telephone

Office (\$42/month x 12 months)	\$ 504
Cell phone (\$25/month)	<u>\$ 300</u>
	\$ 804

### 42070 Advertising

This is for Assessment Review Board if needed	<u>\$ 500</u>
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### 42080 Postage

Regular mailings	<u>\$2,673</u>
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### 42090 Training/Conferences

State Property Tax School for two staff members	<u>\$ 650</u>
MAAO Tax School registration for three	\$ 180
Ten one-day training meetings of IAAO	\$ 250
IAAO Annual conference registration	<u>\$ 575</u>
	\$1,655

### 42100 Travel/Meals

1600 miles with personal vehicles	\$ 330
meals and mileage various functions	\$ 300
IAAO conference airfare, room and meals	<u>\$ 1,150</u>
	\$ 1,780

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6510 – ASSESSING SERVICES

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### 42110 Memberships

IAAO	\$ 255
MAAO (3 @ \$25 each)	\$ 75
Maine Chapter IAAO (3 @ \$30 each)	\$ 90
NRAAO	\$ 30
STATE APPRAISAL LICENSE	<u>\$ 450</u>
Total	\$ 900

### 43010 Supplies and Materials

Estimate of all office supplies and paper.	<u>\$1,600</u>
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### 43030 Books, Maps & Publications

Deeds 2,200 deeds @ \$1.50 each	\$2,800
Valuation & Commitment Book	\$ 400
Books and publications	<u>\$ 120</u>
Total	\$3,320

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 6520 - GEOGRAPHIC INFORMATION SYSTEMS

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42030	Professional Services	4,863	4,000	2,291	4,000	4,000	4,000
42050	Equipment Maintenance	3,318	3,613	679	3,647	3,647	3,647
42090	Training/Conferences	1,241	1,200	25	1,200	1,200	1,200
43010	Supplies & Materials	1,395	2,000	161	2,000	2,000	2,000
43030	Books, Maps & Publications	-	500	-	500	500	500
43220	Other Equipment	-		0			
		<u>10,817</u>	<u>11,313</u>	<u>3,156</u>	<u>11,347</u>	<u>11,347</u>	<u>11,347</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6520 – GEOGRAPHIC INFORMATION SYSTEMS

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### Mission:

The mission of the GIS Department is to maintain accurate GIS records and to provide geographic information and maps to the Town departments and to the public.

### Success:

The GIS department is successful when policy makers, managers, and the public is able to use geographic information as a tool to make effective and relevant decisions. As such is it a part of the overall information infrastructure that provides a public benefit.

### Measurement

It is difficult to quantify or measure how well the GIS function performs. Quality control checks are periodically done to find out how closely our spatial data conforms to real world information and we constantly seek to improve it. The best way to improve accuracy is by physically measuring the location through the use of a GPS device and translating that to our mapping system. We have done some of that, but we can improve our data considerably by doing more GPS measuring and post-processing. Various Town infrastructure, such as stormwater features, roadways, utilities, Town buildings, and cemeteries have been measured and mapped with information attributes connected to the spatial data. Another improvement is training. We have focused and continue to focus on additional training to get the most out of our system.

### ACCOUNT DETAIL

42030 Professional Services

Various Project Assistance

\$4,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 6520 – GEOGRAPHIC INFORMATION SYSTEMS

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### 42050 Equipment Maintenance

AutoCAD License	\$ 613
ESRI Licenses	<u>\$3,034</u>
Total	<u>\$3,647</u>

### 42090 Training/ Conferences

This is an estimate for providing principal users of the GIS system.  
\$1,200

### 43010 Supplies and Materials

Office supply costs may be incurred in the process of providing projects to the Town departments and to the public.  
Partially offset by fees. \$2,000

### 43030 Books, Maps, and Publications

Cost associated with acquiring data layers and some printed publications may be needed.  
Estimate is \$500

Fiscal Note: This account is funded through development district revenue (see revenue account R0498).

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

7510 - TOWN CLERK SERVICES							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
41010	Compensation	94,040	92,757	44,585	95,558	99,792	99,792
41030	Part-time Compensation	32,986	30,413	14,664	33,208	33,208	33,208
42030	Professional Services	6,935	5,000	1,062	6,650	6,650	5,530
42040	Print Services	7,078	4,000	1,264	4,000	4,000	4,000
42050	Equipment Maintenance	264	900	55	900	900	900
42060	Telephone	1,069	400	499	1,300	1,300	1,300
42070	Advertising	5,088	3,300	1,589	3,300	3,300	3,300
42080	Postage	920	850	707	1,100	1,100	1,100
42090	Training/Conferences	400	750	680	750	750	750
42100	Travel/Meals	2,099	2,200	879	2,200	2,200	2,200
42110	Memberships	135	100	50	140	140	140
43010	Supplies & Materials	3,459	3,000	1,470	3,000	3,000	3,000
43030	Books, Maps & Publications	204	2,500	1,019	2,500	2,500	2,500
		<u>154,678</u>	<u>146,170</u>	<u>68,523</u>	<u>154,606</u>	<u>158,840</u>	<u>157,720</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014 – 2015

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## 7510 - TOWN CLERK SERVICES

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### MISSION:

The Town Clerk's Office provides quality service and support to the public. We try to get people in and out as fast as possible while striving for accuracy in what we provide to them. Our office handles many services to the public and to the town.

### TOWN CLERK SERVICES:

Voter Registration	Birth, Marriage & Death Records	Hunting/Fishing Licenses	Concealed Weapon Apps.
Supervise all Elections	Business Licenses	Notary/Dedimus Service	Administer Oaths of Office
Issue Marriage Licenses	Dog Licenses	Council Minutes	Code of Ethics for Boards/Committees
Auto Registrations	Tax Payments	Boat/ATV/Snowmobiles	

### SUCCESS:

We keep track of all the many types of business licenses that need to be renewed on a yearly basis in order to keep them current with the state laws and the town's ordinances.

Many of the services provided in the Clerk's Office require monthly reporting with state agencies along with balancing to the penny on our reports.

### MEASUREMENT:

We send out seven different license reminders to ninety-seven business owners by mail, one month before their current license expires. They come in to process their application, pay their fee and then they are added to the Council agenda for approval.

Once a week I do a quick check and balance on my Inland Fisheries, Animal Welfare, Concealed Weapons and Vital Statistics accounts to make sure they match what we have done in actual sales. We receive year-end reports from these agencies showing our accounts have balanced for the year.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014 – 2015

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## 7510 - TOWN CLERK SERVICES

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Below is a chart of the last **Five years** showing the types of services we deal with daily:

	<u>Births</u>	<u>Marriage</u>	<u>Deaths</u>	<u>H/F</u>	<u>Dogs</u>	<u>Conc. Weapons</u>	<u>Passports Photos</u>
2009	149	115	110	1968	2081	182	829
2010	168	106	109	1708	2140	154	686
2011	185	92	103	1259	2109	181	480
2012	167	112	132	1173	2093	247	542
2013	196	130	120	1259	2058	345	631

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014 – 2015

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## 7510 - TOWN CLERK SERVICES

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### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Town Clerk (1.0 FTE)  
Deputy Clerk (0.8 FTE)

Total current authorized positions (1.8 FTE)

41030 Part-time Compensation

Deputy Clerk (0.6 FTE)

**Staff recommended increase to this account by \$8,000 for election and registrar of voter's wages. This amount is \$2,000 more than last year. Larger elections especially, i.e. Presidential & Gubernatorial elections generate lots of pre-election work, and I need to bring in election clerks to help.**

42030 Programming memory sticks for elections, leasing two voting machines, 2 memory sticks and paying Police Officers to be at the high school during elections when school is in session. I am asking to increase this line by \$1,650.

**Reduced by \$1,120 in the finance committee's recommendation. See FY 2014-2015 budget amendment digest, amendment F9.**

42040 Printing ballots, voter registration cards, business cards, and dog notices.

42050 Maintenance and support on typewriters and our dog, hunting and vital record's Programs.

42060 Telephone service. I am asking to increase this line by \$900.00. Reason - the town entered into a 36-month phone contract with OTT on 8/28/12 for reduced service rates. Upon further research of the phone lines, it was determined that

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014 – 2015

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## 7510 - TOWN CLERK SERVICES

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an extra four lines that belonged to the Clerk's office had been charged out monthly to a different department for quite some time. Adjustments were made to correctly charge out each department from that point forward. The Clerk's Office was notified of the extra monthly charges, but accidentally omitted the extra monies needed to add to the budget last year.

- 42070 Legal ads in the Portland Press Herald and non-legal ads & notices in the local Windham papers.
- 42080 Mailing absentee ballots, dog notices, birth & marriage letters, and voter registration notices, etc. I am asking to increase this line by \$250 due to the rise in postage, the increase in absentee ballot requests and dog notices.
- 42090 Annual attendance for the Clerk and one Deputy to attend the Elections Conference for Title 21-A. The Clerk & Deputy Clerk also attends Title 30-A classes, Clerk's Networking Day, educational sessions on vital statistics so to stay current as the laws change and to keep our certifications up to date.
- 42100 Food for election workers, absentee voting mileage, and meetings the Clerk & Deputy Clerk attends.
- 42110 Memberships to CCMCA, MTCCA, & NEACTC for the Clerk and one Deputy Clerk, and the annual Conservation Easement Registry fee. I am asking that this line be increased by \$40.
- 43010 This account is for all typical office supplies, and for the passport film.
- 43030 Restoration and binding of old birth, death, marriage books, and other town records, as well as fireproof storage of the records. I try to restore one to two books a year. This line also pays for binding the yearly book of Town Council Minutes, and buying any manuals that we need. Several vital record books in the vault remain to be restored, along with four very large town meeting books from the 1970's. The quoted price range to have my books restored starts at \$1,631 to \$4,850, and that depends on the size and condition of the books.

### UNMET NEEDS:

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY 2014 – 2015

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## 7510 - TOWN CLERK SERVICES

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We have outgrown the room we use to store all of our election equipment. It is a room off the gym; it is much too small and cannot fit all of our equipment. We have to store the ballot machines in my own office, as they need to be kept under lock and key by the Town Clerk.

The state provided the town with three ballot machines, and we found at the November election that they were much slower when processing the ballots and that makes the line very long. I would like to lease two extra machines so that we do not have lines snaking around the gym while people wait to deposit their ballots. I have put the additional funding into my professional line for the two machines.

A definite need in this department, as well as the Auto Registration/Tax Collection Department, is the need to have a dedicated person to answer the phones. I would estimate that 50% of the phone calls we receive come in when we are all at the counter waiting on people. A ringing phone is hard to ignore, and should not be ignored, but is it right to stop what we are doing for someone who took the time to come in and answer that call? We feel this is not fair to the person in front of us. If we had such a person, their schedule could be worked around so they were working during lunch. Lunchtime leaves us short staffed for a good two hours and that is one of our busiest times every day, not just certain times of the month or week. They could be trained to do back-office work so when the phone was not ringing they could keep busy.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

<b>8110 - SOCIAL SERVICES</b>							
<b>acct</b>	<b>description</b>	<b>FY 2013 actual</b>	<b>FY 2014 approved</b>	<b>FY 2014 ytd (1/8)</b>	<b>FY 2015 preliminary</b>	<b>FY 2015 manager</b>	<b>FY 2015 approved</b>
41010	Compensation	82,096	87,163	31,344	87,084	87,084	87,084
42030	Professional Services	-	-	-	-	-	-
42060	Telephone	718	700	379	700	700	700
42080	Postage	-	100	108	200	200	200
42090	Training/Conferences	110	230	35	300	300	300
42100	Travel/Meals	383	270	0	350	350	350
43010	Supplies & Materials	922	1,000	187	1,000	1,000	1,000
43090	General Assistance	30,272	50,000	8,957	50,000	50,000	50,000
43100	User Fee Offset	8,983	10,000		10,000	10,000	10,000
		<u>123,483</u>	<u>149,463</u>	<u>41,010</u>	<u>149,634</u>	<u>149,634</u>	<u>149,634</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## **8110 – SOCIAL SERVICES**

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### MISSION:

It is the mission of Social Services to improve the quality of life for people in need who reside in the Town of Windham, by:

- Promoting economic self-sufficiency, and
- Connecting people with those resources made available by the Town, the state and the federal government, in accordance with applicable laws and regulations.

“People in need” are defined to include those people who qualify for financial or other assistance according to regulations issued by the Town, the state and the federal government. As authorized by the Town, Social Services may offer additional services to enhance the quality of life for children, families and seniors.

### SUCCESS:

Success is achieved through:

- Delivery of vouchers for housing, winter emergency fuel, or electrical assistance to those who qualify for it, under applicable law;
- Administration of the Windham Food Pantry and Clothes Closet;
- Coordination with other providers of social services, such as the Good Shepherd Mobile pantry, Opportunity Alliance, and Neighbors Helping Neighbors;
- Coordination with government and community based agencies that offer resources to strengthen individuals and families and promote economic self-sufficiency, such as state disability advocates, Project Feed, USDA, DHHS Emergency Funds, Aspire Program; and
- Out-reach to members of the community, local businesses and NGO’s to support these efforts with their time and their donations.

### MEASUREMENT:

- People in need are counseled and provided information and referrals regarding local, regional, state and federal social service programs;
- People in need that qualify for General Assistance under the Ordinance receive temporary assistance for basic needs no more than every 30 days; and
- The annual audit demonstrates compliance with state regulations.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 8110 – SOCIAL SERVICES

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### ACCOUNT DETAIL

41010 Annual Salaries and wages for positions as authorized:

General Assistance Administrator (1.0 FTE)

Social Services Administrative Assistant (0.8 FTE)

Total current authorized positions (1.8 FTE)

42060 Telephone and cellular charges and reimbursements.

42080 Portion of postage costs assigned to offices in the Social Services Resource Center. (Increase due to an increase in correspondence and postage rates.)

42090 Includes training programs, attendance at welfare directors' meetings. (Increase to allow for the Social Services Administrative Assistant to attend trainings.)

42100 Expenses for business and attendance at training programs, association conferences. (Increase in travel expenses due to increased distance of trainings/conferences locations.)

43010 Operating supplies, paper goods, etc.

43090 Direct general assistance expenses, reimbursed at 50% from the State of Maine (see revenue account R0482). This is to remain status quo due to delayed LIHEAP funds, the discontinuance of extended unemployment benefits, the across the board cuts in SNAP benefits, and the sixty (60) month limit for TANF recipients which resulted in a significant increase in the number of individuals that qualify for assistance under the ordinance.

43100 Assistance for attendance at Parks & Recreation summer day camp.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

8120 - SOCIAL SERVICE AGENCY FUNDING							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
44070	Contributions to Agencies	44,125	28,750	12,250	21,400	21,400	21,400
		<u>44,125</u>	<u>28,750</u>	<u>12,250</u>	<u>21,400</u>	<u>21,400</u>	<u>21,400</u>

# TOWN of WINDHAM

## APPROVED MUNICIPAL BUDGET FY2014-2015

### 8120 SOCIAL SERVICE AGENCY FUNDING

44070 Includes funding for the following agencies:

	2013-2014 Approved	2014-2015 Requested	2014-2015 Committee	2014-2015 Manager	2014-2015 Approved
American Red Cross	0	750	0	0	0
Biddeford Free Clinic		150	150	150	150
Center for Therapeutic Recreation	0	150	150	150	150
Community Counseling Center	0	1,500	0	0	0
Counseling Services, Inc.	500	1,000	0	0	0
Day One	500	1,000	1,000	1,000	1,000
Family Crisis Center	1,000	1,200	1,000	1,000	1,000
Food & Fellowship, Inc. (Monday Meals)#	1,000	1,000	1,000	1,000	1,000
Home Health Visiting Nurses Service	500	1,000	500	500	500
Lake Region Senior Service, Inc.	0	450	450	450	450
PROP (The Opportunity Alliance)	0	9,800	9,800	9,800	6,400
Regional Transportation Program	250	1,000	250	250	250
Sexual Assault Response Services	0	1,000	1,000	1,000	1,000
Southern ME. Area Agency on Aging	3,500	4,000	4,000	4,000	4,000
Southern Maine Parent Awareness	0	250	0	0	0
Tri-County Mental Health Services	500	17,001	500	500	500
VNA Home Health Care	500	500	500	500	500
Windham Health Council #	500	600	600	600	600
Windham Food Pantry # ~	20,000	20,000	0	0	0
Woodfords Family Services	0	500	500	500	500
<b>Windham Neighbors Helping Neighbors<sup>1</sup></b>					<b>3,400</b>
<b>Total</b>	<b>28,750</b>	<b>62,851</b>	<b>21,400</b>	<b>21,400</b>	<b>21,400</b>

~ See note below

\* No show (request denied)

# Windham based services

<sup>1</sup> Windham Neighbors Helping Neighbors was added by the finance committee, based on providing emergency fuel assistance to approximately ten Windham households, offset by a reduction in proposed funding for The Opportunity Alliance. See FY 2014-2015 budget amendment digest, amendment F12.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 8120 SOCIAL SERVICE AGENCY FUNDING

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As in the past, the committee does not recommend organizations \* that do not show up for their scheduled appointments. All of the organizations kept their appointments.

The Human Services Advisory Committee is submitting a budget that it feels should be funded in these continuing hard economic times. There was a lot of consideration given to each and every one of the agencies that came before the committee; most were deserving of financial support from the town. There are many families and individuals in the town who use each and every one of these services.

~After much discussion the committee decided not to recommend funding the request from the Windham Food Pantry for this year. Here is our rationale for that decision.

As of 12/31/2013 the Food Pantry had a fund balance of \$70,479.95, which does not take into consideration \$20,000 (not deposited yet) that the Council approved from the previous year. This would make their balance \$90,479.95. Their expenses for last year were only \$18,589.77, which was in part due to the generous donations of food and money from our community. Therefore this year we are recommending that no additional monies go to the Food pantry.

The committee respectfully asks that the following Windham based agencies not be reduced or eliminated:

Food & Fellowship Inc. (Monday Meal)	1,000
Windham Health Council (Loan Closet)	600

As in previous years, the committee also makes the following recommendation in support of the Windham community.

Since 1999 there have been a number of in house surveys and community forums addressing the concept of a community center for the Windham community. The Human Services Committee is recommending the town council take the next step. **We recommend the Town apply for a 2015 Planning Grant through the Cumberland County Community Development Block Grant Program in order to perform a feasibility and needs assessment.**

I have attached a copy of the 2014 applications for you to look at.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 8120 SOCIAL SERVICE AGENCY FUNDING

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- A Community Center with multi-generational programs. This center could house already existing and new programs. The following is an outline of the committee's vision for a Community Center.

### I. Senior Programming

#### A. Southern Maine Agency on Aging (possibly would move here)

1. meals on wheels
2. social work services
3. Medicare counseling (seminars and individualized)
4. volunteer headquarters
5. free tax advice

#### B. Community Driven Activities (see Parks and Recreation Department Survey of Senior Citizens 2011)

C. Meeting Space: presently our seniors are looking for a stable place to meet. (Senior request to council Jan. 2014)

### II Youth Programming

- A. Home Work Club
- B. Sports (pickup games)?
- C. Mentoring
- D. Social Work Services
- E. Food program (summer and holiday lunch program)
- F. Summer Day Camp home base
- G. Groups
- H. Head Start
- I. Other User Driven Activities

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 8120 SOCIAL SERVICE AGENCY FUNDING

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### III Intergenerational Programming

- A. Monday Night Meal (maybe move here)
- B. Games
- C. Seasonal events
- D. Movie Night
- E. Auctions
- F. Community Driven Activities, such as “Knit with your Grammy (or someone else’s)”
- G. Equipment rental

#### Suggested inclusions:

- Food Pantry: Current building has received funding for repairs in the past. Present location is not cost effective for the town. Food and clothing could be centralized into community center.
- Loan Closet: Current building is old and in need of repair. Should be centralized into Community Center.
- Indoors: Gymnasium, swimming pool, workout room, multipurpose meeting spaces, shuttle bus, wings for separate activities to occur simultaneously,
- Outdoors: Tennis courts, baseball diamonds, basketball courts, disc golf course, tubing/sledding hill, walking trails

Thank you for considering the committee’s recommendations,

The Human Services Advisory Committee

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## CAPITAL PLAN SUMMARY

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Of all the accounts that make up the Capital Outlay & Fixed Charges portion of the budget all but one of the accounts (9170, Sewer) comprise the town's capital improvement program:

- 9110, Capital Equipment Replacement,
- 9120, Road Improvements,
- 9130, Buildings & Facilities Improvements (except for transfers to TIF funds),
- 9140, Land & Facilities Improvements, and
- 9510, Debt Service.

On the plan summary spreadsheet that follows, only the figures for fiscal 2015 will appear in the manager's budget proposal. The remaining years are based on multi-year funding plans incorporated into the budget (9110 and 9130), plans adopted by the Council (the 2013 recreation capital facilities investment plan), and/or reports on which the town relies for guidance (the pavement condition rating survey, property condition assessment, and, the still draft space needs analysis and facilities master plan).

Copies of the multi-year funding plans are attached for accounts 9110 and 9130. For 9130, Building & Facilities Improvements, the summary from the 2013 property condition assessment also has been attached, though not all recommendations have been incorporated into the plan. Code, ADA, and reserve accounts generally have not been included for funding. Whether some are included in future years' plans will depend, in part, on the future of a particular facility.

The recreation capital facilities investment plan is attached for account 9140, though the total for the remaining nine years of the plan have been annualized in the summary spreadsheet instead of following the year to year fluctuations.

Copies of the most recent pavement condition rating survey and the draft space needs analysis and facilities master plan are referenced as appendices to the budget. The space needs analysis and facilities master plan is still in draft form and no final determination has been made as to the various options for meeting the town's current and future space needs or the timing for making those investments. Options that seem most likely and possible funding for preliminary design work, construction, and debt service are shown on the summary to illustrate the magnitude of the choices, and possible investments, in the years ahead.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## CAPITAL PLAN SUMMARY

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>FUNDED</b>										
Capital Equipment Replacement	625,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000
Road Improvements	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Buildings & Grounds Improvements	150,000	200,000	225,000	250,000	275,000	300,000	325,000	350,000	350,000	350,000
Land & Facilities Improvements	-	-	-	-	-	-	-	-	-	-
Debt Service	205,125	200,625	196,500	191,625	185,625	175,088	168,925	162,400	155,875	148,625
<b>Total Funded</b>	<b>1,730,125</b>	<b>1,925,625</b>	<b>1,946,500</b>	<b>1,966,625</b>	<b>1,985,625</b>	<b>2,000,088</b>	<b>2,018,925</b>	<b>2,037,400</b>	<b>2,030,875</b>	<b>2,023,625</b>
<b>PLANNED</b>										
Capital Equipment Replacement										
Annual Replacement	700,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000
Road Improvements										
Local Roads	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
State Roads	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000
WBR/Anglers/302		300,000								
North Route 302										
Other 21st Century Downtown										
2003 Road Bonds	205,125	200,625	196,500	191,625	185,625	175,088	168,925	162,400	155,875	148,625
<b>Total</b>	<b>1,905,125</b>	<b>2,200,625</b>	<b>1,896,500</b>	<b>1,891,625</b>	<b>1,885,625</b>	<b>1,875,088</b>	<b>1,868,925</b>	<b>1,862,400</b>	<b>1,855,875</b>	<b>1,848,625</b>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## CAPITAL PLAN SUMMARY

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Building Improvements										
Annual Improvements	321,750	210,435	387,135	49,835	49,835	84,835	40,975	-	-	-
Long-term Improvements										
PW Preliminary Design	90,000									
PS Preliminary Design		60,000								
Comm Ctr Preliminary Design		30,000								
SWFS Preliminary Design			20,000							
NWFS Preliminary Design			32,000							
PW Facility				*	86,000	302,000	318,000	317,000	315,300	312,800
PS/Comm Ctr					*	87,000	306,000	322,500	321,300	320,000
SWFS/NWFS						*	52,500	185,000	195,000	194,000
<b>Total</b>	<b>411,750</b>	<b>300,435</b>	<b>439,135</b>	<b>49,835</b>	<b>135,835</b>	<b>473,835</b>	<b>717,475</b>	<b>824,500</b>	<b>831,600</b>	<b>826,800</b>
Land & Facilities Improvements										
Parks, Fields, & Facilities	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000
<b>Total Planned</b>	<b>3,341,875</b>	<b>3,601,060</b>	<b>3,435,635</b>	<b>3,041,460</b>	<b>3,121,460</b>	<b>3,448,923</b>	<b>3,686,400</b>	<b>3,786,900</b>	<b>3,787,475</b>	<b>3,775,425</b>
Net Surplus/(Deficit)	(1,611,750)	(1,675,435)	(1,489,135)	(1,074,835)	(1,135,835)	(1,448,835)	(1,667,475)	(1,749,500)	(1,756,600)	(1,751,800)
Funded	52%	53%	57%	65%	64%	58%	55%	54%	54%	54%

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 9110 - EQUIPMENT REPLACEMENT

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
44190	Capital Equipment	1,542,373	625,000	609,364	700,000	625,000	625,000
		<u>1,542,373</u>	<u>625,000</u>	<u>609,364</u>	<u>700,000</u>	<u>625,000</u>	<u>625,000</u>
	Consolidated Plan		625,000		700,000	625,000	625,000
	Public Works						
	General Administration						
	Fire/Rescue						
	Police						
	Parks & Recreation/Open Space						
	<b>Total</b>		<b>625,000</b>		<b>700,000</b>	<b>625,000</b>	<b>625,000</b>

NOTE:

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 9110 – CAPITAL EQUIPMENT REPLACEMENT

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This account funds the town's capital equipment replacement plan. By planning for the acquisition and replacement of capital equipment over a multi-year cycle, the town is able to manage the amount of annual spending without spikes or troughs in the budget from year to year. The plan includes capital equipment – vehicles, mobile equipment, computers and other technology, and office and other equipment – based on the current mission of the various departments and offices, and current estimated prices. The plan is updated annually to reflect adjustments in both mission and pricing, and uses a combination of pay-as-you-go (i.e. cash) and lease-purchase financing.

### ACCOUNT DETAIL

44190	Capital Equipment	\$ 625,000
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**Finance committee recommended rescheduling Loader 25 (project #PW-2014-002) to FY 2016, but without making any changes to the proposed level of funding for capital equipment replacement. See FY 2014-2015 budget amendment digest, amendment F14.**

**Annual funding was proposed to be reduced by \$50,000 based on existing and anticipated capital equipment replacement fund balances, but was not approved. See FY 2014-2015 budget amendment digest, amendment C5.**

Town of Windham, Maine  
*Capital Improvement Plan*  
 FY 15 thru FY 24

**SOURCES AND USES OF FUNDS**

Source	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
<b>Capital Equipment Replacement Fund</b>										
<b>Beginning Balance</b>	223,923	102,646	152,765	70,791	146,338	191,748	399,658	655,952	958,604	1,291,156
<b>Revenues and Other Fund Sources</b>										
<i>Revenue</i>										
General Fund	575,000	675,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
<i>Total</i>	575,000	675,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
<b>Total Revenues and Other Fund Sources</b>	575,000	675,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
<b>Total Funds Available</b>	798,923	777,646	902,765	820,791	896,338	941,748	1,149,658	1,405,952	1,708,604	2,041,156
<b>Expenditures and Uses</b>										
<i>Capital Projects &amp; Equipment</i>										
<u>Code Enforcement (CE)</u>										
Code Enforcement Vehicle Replacement	CE-2019-001	0	0	0	(46,000)	0	0	0	0	0
<i>Total</i>		0	0	0	(46,000)	0	0	0	0	0
<u>Fire-Rescue (FR)</u>										
Rescue 1	FR-2010-001	(37,427)	(37,427)	0	0	0	0	0	0	0
Rescue 2	FR-2011-001	(37,427)	(37,427)	0	0	0	0	0	0	0
SCBAs and Cylinders	FR-2013-003	(70,551)	(70,551)	(70,551)	0	0	0	0	0	0
Extrication System Replacement	FR-2013-004	(12,339)	(12,339)	(12,339)	0	0	0	0	0	0
Engine 6	FR-2015-001	0	0	(86,625)	(86,625)	(86,625)	(86,625)	(86,625)	0	0
E-7 and L-4 Engine Rebuilds	FR-2015-002	(50,000)	0	0	0	0	0	0	0	0
Cardiac Monitors	FR-2015-003	0	(26,500)	(26,500)	(26,500)	0	0	0	0	0
Rescue 1	FR-2018-001	0	0	0	0	(40,425)	(40,425)	(40,425)	(40,425)	0

Source		FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
<b>Capital Equipment Replacement Fund</b>											
Rescue 2	FR-2018-002	0	0	0	0	(40,425)	(40,425)	(40,425)	(40,425)	(40,425)	0
Tower 3	FR-2021-001	0	0	0	0	0	0	0	(185,000)	(185,000)	(185,000)
	<i>Total</i>	(207,744)	(184,244)	(196,015)	(113,125)	(167,475)	(167,475)	(167,475)	(265,850)	(265,850)	(185,000)
<u>Information Services (IS)</u>											
IT Network & Client Replacements/Upgrades	IS-2015-001	(40,215)	0	0	0	0	0	0	0	0	0
IT Network & Client Replacements/Upgrades	IS-2016-001	0	(37,000)	0	0	0	0	0	0	0	0
IT Client/Laptop Replacements/Upgrades	IS-2017-001	0	0	(20,000)	0	0	0	0	0	0	0
IT Server/Software Replacements/Upgrades	IS-2018-001	0	0	0	0	(47,725)	(47,725)	(47,725)	0	0	0
IT Client/Laptop Replacements/Upgrades	IS-2018-002	0	0	0	(56,000)	0	0	0	0	0	0
IT Client/Laptop Replacements/Upgrades	IS-2019-001	0	0	0	0	(35,000)	0	0	0	0	0
IT Client/Laptop Replacements/Upgrades	IS-2020-001	0	0	0	0	0	(20,000)	0	0	0	0
	<i>Total</i>	(40,215)	(37,000)	(20,000)	(56,000)	(82,725)	(67,725)	(47,725)	0	0	0
<u>Police (PD)</u>											
Crime Lab	PD-2009-002	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)	(8,579)	(8,579)	(8,579)	(8,579)
Simulcast System	PD-2013-003	(35,438)	(35,438)	(35,438)	(35,438)	0	0	0	0	0	0
Cruiser Video Systems	PD-2013-004	(16,618)	(16,618)	(16,618)	0	0	0	0	0	0	0
Cruiser Replacements	PD-2015-001	(88,000)	0	0	0	0	0	0	0	0	0
Cruiser Laptop Replacements	PD-2015-002	0	0	0	0	0	0	0	0	0	0
Cruiser Replacements	PD-2016-001	0	(88,000)	0	0	0	0	0	0	0	0
Cruiser Laptop Replacements	PD-2016-002	0	0	0	0	0	0	0	0	0	0
Cruiser Replacements	PD-2017-001	0	0	(88,000)	0	0	0	0	0	0	0
Supervisor Patrol Vehicle	PD-2017-002	0	0	(30,000)	0	0	0	0	0	0	0
Cruiser Laptop Replacements	PD-2017-003	0	0	0	0	0	0	0	0	0	0
ACO Truck Replacement	PD-2017-004	0	0	(26,000)	0	0	0	0	0	0	0
Cruiser Replacements	PD-2018-001	0	0	0	(88,000)	0	0	0	0	0	0
Cruiser Laptop Replacements	PD-2018-002	0	0	0	0	0	0	0	0	0	0
Cruiser Replacements	PD-2019-001	0	0	0	0	(88,000)	0	0	0	0	0
Cruiser Laptop Replacements	PD-2019-002	0	0	0	0	0	0	0	0	0	0
Cruiser Replacements	PD-2020-001	0	0	0	0	0	(88,000)	0	0	0	0
Cruiser Laptop Replacements	PD-2020-002	0	0	0	0	0	0	0	0	0	0

Source		FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
<b>Capital Equipment Replacement Fund</b>											
	<i>Total</i>	(150,090)	(150,090)	(206,090)	(133,472)	(98,034)	(98,034)	(8,579)	(8,579)	(8,579)	(8,579)
<b>Public Works (PW)</b>											
Truck 06	PW-2010-001	(32,528)	0	0	0	0	0	0	0	0	0
Truck 07	PW-2010-002	(32,528)	0	0	0	0	0	0	0	0	0
Trackless 24	PW-2010-003	(25,029)	0	0	0	0	0	0	0	0	0
Truck 02	PW-2011-001	(32,681)	(32,681)	(32,681)	(32,681)	0	0	0	0	0	0
Truck 03	PW-2011-002	(32,681)	(32,681)	(32,681)	(32,681)	0	0	0	0	0	0
Truck 12	PW-2011-003	(12,186)	(12,186)	0	0	0	0	0	0	0	0
Truck 01	PW-2012-001	(39,300)	(39,300)	(39,300)	0	0	0	0	0	0	0
Sweeper 23	PW-2012-003	(58,613)	(58,613)	(58,613)	0	0	0	0	0	0	0
Truck 08	PW-2013-001	(32,682)	(32,682)	(32,682)	(32,682)	0	0	0	0	0	0
Skidsteer 28	PW-2013-003	0	0	(11,739)	(11,739)	(11,739)	(11,739)	(11,739)	0	0	0
Truck 09	PW-2014-001	0	(45,404)	(45,404)	(45,404)	(45,404)	(45,404)	0	0	0	0
Loader 25	PW-2014-002	0	0	(48,725)	(48,725)	(48,725)	(48,725)	(48,725)	0	0	0
Truck 10	PW-2016-001	0	0	0	(29,900)	(29,900)	(29,900)	(29,900)	(29,900)	0	0
Truck 11	PW-2016-002	0	0	(36,544)	(36,544)	(36,544)	(36,544)	(36,544)	0	0	0
Truck 05	PW-2017-001	0	0	0	0	(36,544)	(36,544)	(36,544)	(36,544)	(36,544)	0
Loader 27	PW-2018-001	0	0	0	0	0	0	(48,725)	(48,725)	(48,725)	(48,725)
Grader 26	PW-2020-001	0	0	0	0	0	0	(57,750)	(57,750)	(57,750)	(57,750)
	<i>Total</i>	(298,228)	(253,547)	(338,369)	(270,356)	(208,856)	(208,856)	(269,927)	(172,919)	(143,019)	(106,475)
<b>Town Mgr/Finance (TM)</b>											
Financial System Upgrade/Replacement	TM-2009-001	0	0	(71,500)	(71,500)	(71,500)	0	0	0	0	0
Multifunction Device Replacements	TM-2018-001	0	0	0	(30,000)	0	0	0	0	0	0
Multifunction Device Replacements	TM-2019-001	0	0	0	0	(30,000)	0	0	0	0	0
	<i>Total</i>	0	0	(71,500)	(101,500)	(101,500)	0	0	0	0	0
<b>Total Expenditures and Uses</b>		(696,277)	(624,881)	(831,974)	(674,453)	(704,590)	(542,090)	(493,706)	(447,348)	(417,448)	(300,054)

Source	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
<b>Capital Equipment Replacement Fund</b>										
Change in Fund Balance	(121,277)	50,119	(81,974)	75,547	45,410	207,910	256,294	302,652	332,552	449,946
Ending Balance	102,646	152,765	70,791	146,338	191,748	399,658	655,952	958,604	1,291,156	1,741,102

Project # **CE-2019-001**  
 Project Name **Code Enforcement Vehicle Replacement**

**Department** Code Enforcement (CE)  
**Contact** Town Manager  
**Type** Equipment  
**Useful Life** 7 years  
**Category** Vehicles  
**Priority** 3 Important  
**Status** Active

**Total Cost \$46,000**

**Description**

Replacement of code enforcement vehicles. Originally reassigned retired police cruisers, code enforcement vehicles were replaced with Jeep Cherokees which have now reached the end of their useful life.  
 Project based on purchase of two new or late model Ford Escape 4-cylinder AWD compact SUVs.

**Justification**

<b>Expenditures</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>Total</b>
Equip/Vehicles/Furnishings					46,000						46,000
<b>Total</b>					<b>46,000</b>						<b>46,000</b>

<b>Funding Sources</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>Total</b>
Capital Equipment Replacement Fund					46,000						46,000
<b>Total</b>					<b>46,000</b>						<b>46,000</b>

**Budget Impact/Other**

Project # **FR-2010-001**  
 Project Name **Rescue 1**

Department Fire-Rescue (FR)  
 Contact Fire Chief  
 Type Equipment  
 Useful Life 7 years  
 Category Vehicles  
 Priority 1 Critical  
 Status Active

Total Cost \$190,133

**Description**

Replacement of 2001 model Rescue 1.  
 Rescheduled to FY2011 from FY2010.

**Justification**

Reached limit of unit's useful life before repair and maintenance costs become excessive and have adverse effects on reliability, patient and personnel safety.

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
115,279	Equip/Vehicles/Furnishings	37,427	37,427									74,854
<b>Total</b>	<b>Total</b>	<b>37,427</b>	<b>37,427</b>									<b>74,854</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
115,279	Capital Equipment Replacement Fund	37,427	37,427									74,854
<b>Total</b>	<b>Total</b>	<b>37,427</b>	<b>37,427</b>									<b>74,854</b>

**Budget Impact/Other**

Operating and maintenance costs have not been estimated on a per-unit basis. Acquisition to be based on a five-year tax exempt municipal lease-purchase estimated at an annual rate of 5% on a principal cost of \$175,000

Project # **FR-2011-001**  
 Project Name **Rescue 2**

Department Fire-Rescue (FR)  
 Contact Fire Chief  
 Type Equipment  
 Useful Life 7 years  
 Category Vehicles  
 Priority 1 Critical  
 Status Active

Total Cost \$191,283

**Description**

Replacement of 2001 model Rescue 2.  
 Rescheduled to FY2012 from FY2011.

**Justification**

Reached limit of unit's useful life before repair and maintenance costs become excessive and have adverse effects on reliability, patient and personnel safety.

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
116,429	Equip/Vehicles/Furnishings	37,427	37,427									74,854
<b>Total</b>	<b>Total</b>	<b>37,427</b>	<b>37,427</b>									<b>74,854</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
116,429	Capital Equipment Replacement Fund	37,427	37,427									74,854
<b>Total</b>	<b>Total</b>	<b>37,427</b>	<b>37,427</b>									<b>74,854</b>

**Budget Impact/Other**

Operating and maintenance costs have not been estimated on a per-unit basis. Acquisition to be based on a five-year tax exempt municipal lease-purchase estimated at an annual rate of 5% on a principal cost of \$180,000

Project # **FR-2013-003**  
 Project Name **SCBAs and Cylinders**

Department Fire-Rescue (FR)  
 Contact Fire Chief  
 Type Equipment  
 Useful Life Varies  
 Category Equipment: Miscellaneous  
 Priority 1 Critical  
 Status Active

Total Cost \$211,653

**Description**

SCBAs have a useful life of about 20 years; cylinders about 15. This project replaces all of them at the same time so there is consistency of operation, fit, and maintenance (replacement parts, maintenance equipment, etc.). Total cost of the project, not including any possible grants, is \$322,000.

This project is projected to be financed over five years at 3.5%

UPDATED: Purchase of \$204,810 was approved by the Council on February 26, 2013 (Order 13-024). Financed for three years at 1.69% in combination with extrication tool (FR-2013-004) and police in-cruiser video systems (PD-2013-004).

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
0	Equip/Vehicles/Furnishings	70,551	70,551	70,551								211,653
<b>Total</b>	<b>Total</b>	<b>70,551</b>	<b>70,551</b>	<b>70,551</b>								<b>211,653</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
0	Capital Equipment Replacement Fund	70,551	70,551	70,551								211,653
<b>Total</b>	<b>Total</b>	<b>70,551</b>	<b>70,551</b>	<b>70,551</b>								<b>211,653</b>

**Budget Impact/Other**

Project # **FR-2013-004**  
 Project Name **Extrication System Replacement**

Department Fire-Rescue (FR)  
 Contact Fire Chief  
 Type Equipment  
 Useful Life 20 years  
 Category Equipment: Miscellaneous  
 Priority 1 Critical  
 Status Active

Total Cost \$37,017

**Description**

Replacement of extrication tools and equipment, which have remained in good repair and use since the mid-1990s. Changes in automobile construction, and the use of stronger steel, have made the present system less effective and is driving the need for replacement.

This project would combine lease-purchase financing with another project in the amount of \$29,675 over five years at 3.5%.

UPDATED: Purchase of \$35,725 was approved by the Council on April 23, 2013 (Order 13-063). Financed for three years at 1.69% in combination with SCBAs (FR-2013-003) and police in-cruiser video systems (PD-2013-004).

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
0	Equip/Vehicles/Furnishings	12,339	12,339	12,339								37,017
<b>Total</b>	<b>Total</b>	<b>12,339</b>	<b>12,339</b>	<b>12,339</b>								<b>37,017</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
0	Capital Equipment Replacement Fund	12,339	12,339	12,339								37,017
<b>Total</b>	<b>Total</b>	<b>12,339</b>	<b>12,339</b>	<b>12,339</b>								<b>37,017</b>

**Budget Impact/Other**

Project # **FR-2015-001**  
 Project Name **Engine 6**

Department Fire-Rescue (FR)  
 Contact Fire Chief  
 Type Equipment  
 Useful Life 20 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

**Description**

Total Cost \$433,125

Replacement of 1995 Ferrara pumper designated as Engine 6. Purchase estimated at a total price of \$375,000 financed by tax exempt municipal lease purchase at 5% over five years. Current Engine 6 is intended to replace Engine 1 (1981 Mack) when replacement is purchased.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings		0	86,625	86,625	86,625	86,625	86,625				433,125
<b>Total</b>		<b>0</b>	<b>86,625</b>	<b>86,625</b>	<b>86,625</b>	<b>86,625</b>	<b>86,625</b>				<b>433,125</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund		0	86,625	86,625	86,625	86,625	86,625				433,125
<b>Total</b>		<b>0</b>	<b>86,625</b>	<b>86,625</b>	<b>86,625</b>	<b>86,625</b>	<b>86,625</b>				<b>433,125</b>

**Budget Impact/Other**

Project # **FR-2015-002**  
 Project Name **E-7 and L-4 Engine Rebuilds**

Department Fire-Rescue (FR)  
 Contact  
 Type Unassigned  
 Useful Life  
 Category Unassigned  
 Priority n/a  
 Status Active

Total Cost \$50,000

Description

Justification

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings	50,000										50,000
<b>Total</b>	<b>50,000</b>										<b>50,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund	50,000										50,000
<b>Total</b>	<b>50,000</b>										<b>50,000</b>

Budget Impact/Other

Project # **FR-2015-003**  
 Project Name **Cardiac Monitors**

Department Fire-Rescue (FR)  
 Contact Fire Chief  
 Type Equipment  
 Useful Life 10 years  
 Category Equipment: Miscellaneous  
 Priority 1 Critical  
 Status Active

Total Cost \$79,500

**Description**

Replacement of cardiac monitors. Estimated at \$75,000 at 3% over three years in a municipal lease-purchase agreement.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings	0	26,500	26,500	26,500							79,500
<b>Total</b>	<b>0</b>	<b>26,500</b>	<b>26,500</b>	<b>26,500</b>							<b>79,500</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund	0	26,500	26,500	26,500							79,500
<b>Total</b>	<b>0</b>	<b>26,500</b>	<b>26,500</b>	<b>26,500</b>							<b>79,500</b>

**Budget Impact/Other**

Project # **FR-2018-001**  
 Project Name **Rescue 1**

Department Fire-Rescue (FR)  
 Contact Fire Chief  
 Type Equipment  
 Useful Life 7 years  
 Category Vehicles  
 Priority 1 Critical  
 Status Active

Total Cost \$202,125

**Description**  
 Replacement of 2011 model Rescue 1.

**Justification**  
 Reached limit of unit's useful life before repair and maintenance costs become excessive and have adverse effects on reliability, patient and personnel safety.

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings				0	40,425	40,425	40,425	40,425	40,425		202,125
<b>Total</b>				<b>0</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>		<b>202,125</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund				0	40,425	40,425	40,425	40,425	40,425		202,125
<b>Total</b>				<b>0</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>		<b>202,125</b>

**Budget Impact/Other**  
 Operating and maintenance costs have not been estimated on a per-unit basis. Acquisition to be based on a five-year tax exempt municipal lease-purchase estimated at an annual rate of 5% on a principal cost of \$175,000

Project # **FR-2018-002**  
 Project Name **Rescue 2**

Department Fire-Rescue (FR)  
 Contact Fire Chief  
 Type Equipment  
 Useful Life 7 years  
 Category Vehicles  
 Priority 1 Critical  
 Status Active

Total Cost \$202,125

**Description**

Replacement of 2011 model Rescue 2.

**Justification**

Reached limit of unit's useful life before repair and maintenance costs become excessive and have adverse effects on reliability, patient and personnel safety.

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings				0	40,425	40,425	40,425	40,425	40,425		202,125
<b>Total</b>				<b>0</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>		<b>202,125</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund				0	40,425	40,425	40,425	40,425	40,425		202,125
<b>Total</b>				<b>0</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>	<b>40,425</b>		<b>202,125</b>

**Budget Impact/Other**

Operating and maintenance costs have not been estimated on a per-unit basis. Acquisition to be based on a five-year tax exempt municipal lease-purchase estimated at an annual rate of 5% on a principal cost of \$175,000

Project # **FR-2021-001**  
 Project Name **Tower 3**

Department Fire-Rescue (FR)  
 Contact Fire Chief  
 Type Equipment  
 Useful Life 20 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$925,000

**Description**  
 Replacement of 2001 Emergency One aerial/platform/pumper Tower 3 at an estimated cost of \$800,000 split 50/50 with the Town of Gorham over five years at 5%.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total	Future
Equip/Vehicles/Furnishings								185,000	185,000	185,000	555,000	370,000
<b>Total</b>								<b>185,000</b>	<b>185,000</b>	<b>185,000</b>	<b>555,000</b>	<b>Total</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total	Future
Capital Equipment Replacement Fund								185,000	185,000	185,000	555,000	370,000
<b>Total</b>								<b>185,000</b>	<b>185,000</b>	<b>185,000</b>	<b>555,000</b>	<b>Total</b>

**Budget Impact/Other**

Project # **IS-2015-001**  
 Project Name **IT Network & Client Replacements/Upgrades**

Department Information Services (IS)  
 Contact IT Director  
 Type Equipment  
 Useful Life 3 years  
 Category Information Infrastructure  
 Priority 3 Important  
 Status Active

Total Cost \$40,215

**Description**

Replacement of network servers, storage, infrastructure, and software, client computers and software.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings	40,215										40,215
<b>Total</b>	<b>40,215</b>										<b>40,215</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund	40,215										40,215
<b>Total</b>	<b>40,215</b>										<b>40,215</b>

**Budget Impact/Other**

Project # **IS-2016-001**  
 Project Name **IT Network & Client Replacements/Upgrades**

**Department** Information Services (IS)  
**Contact** IT Director  
**Type** Equipment  
**Useful Life** 3 years  
**Category** Equipment: Computers  
**Priority** 2 Very Important  
**Status** Active

Total Cost \$37,000

**Description**

Periodic replacement of network hardware and software, client desktops/laptops and associated hardware.

**Justification**

<b>Expenditures</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>Total</b>
Equip/Vehicles/Furnishings		37,000									37,000
<b>Total</b>		<b>37,000</b>									<b>37,000</b>

<b>Funding Sources</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>Total</b>
Capital Equipment Replacement Fund		37,000									37,000
<b>Total</b>		<b>37,000</b>									<b>37,000</b>

**Budget Impact/Other**

Project # IS-2017-001  
 Project Name IT Client/Laptop Replacements/Upgrades

Department Information Services (IS)  
 Contact IT Director  
 Type Equipment  
 Useful Life 3 years  
 Category Equipment: Computers  
 Priority 2 Very Important  
 Status Active

Description Total Cost \$20,000  
 Periodic replacement of client desktops/laptops and associated hardware.

Justification

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings			20,000								20,000
<b>Total</b>			<b>20,000</b>								<b>20,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund			20,000								20,000
<b>Total</b>			<b>20,000</b>								<b>20,000</b>

Budget Impact/Other

Project # IS-2018-001  
 Project Name IT Server/Software Replacements/Upgrades

Department Information Services (IS)  
 Contact IT Director  
 Type Equipment  
 Useful Life 3 years  
 Category Information Infrastructure  
 Priority 3 Important  
 Status Active

**Description** Total Cost \$143,175  
 Replacement of network servers, storage, infrastructure, and software. Estimated at \$135,000 (March 2014).  
 Finance for three years at 3% under a municipal lease purchase agreement.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings				0	47,725	47,725	47,725				143,175
<b>Total</b>				0	47,725	47,725	47,725				143,175

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund				0	47,725	47,725	47,725				143,175
<b>Total</b>				0	47,725	47,725	47,725				143,175

**Budget Impact/Other**

Project # **IS-2018-002**  
 Project Name **IT Client/Laptop Replacements/Upgrades**

**Department** Information Services (IS)  
**Contact** IT Director  
**Type** Equipment  
**Useful Life** 3 years  
**Category** Equipment: Computers  
**Priority** 2 Very Important  
**Status** Active

Total Cost \$56,000

**Description**

Periodic replacement of client desktops/laptops and associated hardware.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings				56,000							56,000
<b>Total</b>				<b>56,000</b>							<b>56,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund				56,000							56,000
<b>Total</b>				<b>56,000</b>							<b>56,000</b>

**Budget Impact/Other**

Project # **IS-2019-001**  
 Project Name **IT Client/Laptop Replacements/Upgrades**

Department Information Services (IS)  
 Contact IT Director  
 Type Equipment  
 Useful Life 3 years  
 Category Equipment: Computers  
 Priority 2 Very Important  
 Status Active

**Description**

Total Cost \$20,000

Periodic replacement of client desktops/laptops and associated hardware.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings					20,000						20,000
<b>Total</b>					<b>20,000</b>						<b>20,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund					35,000						35,000
<b>Total</b>					<b>35,000</b>						<b>35,000</b>

**Budget Impact/Other**

Project # IS-2020-001  
 Project Name IT Client/Laptop Replacements/Upgrades

Department Information Services (IS)  
 Contact IT Director  
 Type Equipment  
 Useful Life 3 years  
 Category Equipment: Computers  
 Priority 2 Very Important  
 Status Active

Total Cost \$20,000

**Description**

Periodic replacement of client desktops/laptops and associated hardware.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings						20,000					20,000
<b>Total</b>						<b>20,000</b>					<b>20,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund						20,000					20,000
<b>Total</b>						<b>20,000</b>					<b>20,000</b>

**Budget Impact/Other**

Project # PD-2009-002  
 Project Name Crime Lab

Department Police (PD)  
 Contact Police Chief  
 Type Improvement  
 Useful Life 20 years  
 Category Buildings & Improvements  
 Priority 2 Very Important  
 Status Active

Total Cost \$188,801

Description

Annual payment for participation in Metro Region Crime Lab at Portland PD. Initial payment of \$2,671 in FY2010 (by December 31, 2009), \$8,579 per year for twenty years (2011 - 2030) for facility costs, \$1,455 per year for ten years (2011 - 2020) for equipment costs. Windham's share based on

Justification

Windham's share of regional cost for development of the crime lab.

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total	Future
42,807	Other	10,034	10,034	10,034	10,034	10,034	10,034	8,579	8,579	8,579	8,579	94,520	51,474
<b>Total</b>	<b>Total</b>	<b>10,034</b>	<b>10,034</b>	<b>10,034</b>	<b>10,034</b>	<b>10,034</b>	<b>10,034</b>	<b>8,579</b>	<b>8,579</b>	<b>8,579</b>	<b>8,579</b>	<b>94,520</b>	<b>Total</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total	Future
42,807	Capital Equipment Replacement Fund	10,034	10,034	10,034	10,034	10,034	10,034	8,579	8,579	8,579	8,579	94,520	51,474
<b>Total</b>	<b>Total</b>	<b>10,034</b>	<b>10,034</b>	<b>10,034</b>	<b>10,034</b>	<b>10,034</b>	<b>10,034</b>	<b>8,579</b>	<b>8,579</b>	<b>8,579</b>	<b>8,579</b>	<b>94,520</b>	<b>Total</b>

Budget Impact/Other

Project # PD-2013-003  
 Project Name Simulcast System

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 15 years  
 Category Equipment: Miscellaneous  
 Priority 1 Critical  
 Status Active

Total Cost \$177,190

Description

Simulcast radio system per RCM quote, approx \$160,000 over 5 years,@ 3.5%

Justification

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
35,438	Equip/Vehicles/Furnishings	35,438	35,438	35,438	35,438							141,752
<b>Total</b>	<b>Total</b>	<b>35,438</b>	<b>35,438</b>	<b>35,438</b>	<b>35,438</b>							<b>141,752</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
35,438	Capital Equipment Replacement Fund	35,438	35,438	35,438	35,438							141,752
<b>Total</b>	<b>Total</b>	<b>35,438</b>	<b>35,438</b>	<b>35,438</b>	<b>35,438</b>							<b>141,752</b>

Budget Impact/Other

Project # **PD-2013-004**  
 Project Name **Cruiser Video Systems**

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 5 years  
 Category Equipment: Miscellaneous  
 Priority 1 Critical  
 Status Active

Total Cost \$49,854

**Description**

Replacement of 9 police cruiser video systems (8 installed, 1 spare) plus server.  
 Project total of \$45,460 to be financed over three years at 3.5%  
 UPDATED: Purchase of \$48,177 was approved by the Council on February 26, 2013 (Order 13-025). Financed for three years at 1.69% in combination with SCBAs (FR-2013-003) and extrication tool (FR-2013-004).

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
0	Equip/Vehicles/Furnishings	16,618	16,618	16,618								49,854
<b>Total</b>	<b>Total</b>	<b>16,618</b>	<b>16,618</b>	<b>16,618</b>								<b>49,854</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
0	Capital Equipment Replacement Fund	16,618	16,618	16,618								49,854
<b>Total</b>	<b>Total</b>	<b>16,618</b>	<b>16,618</b>	<b>16,618</b>								<b>49,854</b>

**Budget Impact/Other**

Project # **PD-2015-001**  
 Project Name **Cruiser Replacements**

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 5 years  
 Category Vehicles  
 Priority 1 Critical  
 Status Active

Total Cost \$88,000

**Description**

Replacement of three to four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

**Justification**

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings	88,000										88,000
<b>Total</b>	<b>88,000</b>										<b>88,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund	88,000										88,000
<b>Total</b>	<b>88,000</b>										<b>88,000</b>

**Budget Impact/Other**

Operating and maintenance costs per cruiser have not been estimated.

Project # **PD-2015-002**  
 Project Name **Cruiser Laptop Replacements**

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 3 years  
 Category Equipment: Computers  
 Priority 1 Critical  
 Status Active

**Description** Total Cost \$0  
 Replacement of four ruggedized laptop computers for patrol cruisers.  
 Moved to IS and zeroed out here. All eight semi-ruggedized laptops replaced on a four year cycle.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings	0										0
<b>Total</b>	<b>0</b>										<b>0</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund	0										0
<b>Total</b>	<b>0</b>										<b>0</b>

**Budget Impact/Other**

Project # **PD-2016-001**  
 Project Name **Cruiser Replacements**

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 5 years  
 Category Vehicles  
 Priority 1 Critical  
 Status Active

Total Cost \$88,000

**Description**

Replacement of three to four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

**Justification**

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings		88,000									88,000
<b>Total</b>		<b>88,000</b>									<b>88,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund		88,000									88,000
<b>Total</b>		<b>88,000</b>									<b>88,000</b>

**Budget Impact/Other**

Operating and maintenance costs per cruiser have not been estimated.

Project # **PD-2016-002**  
 Project Name **Cruiser Laptop Replacements**

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 3 years  
 Category Equipment: Computers  
 Priority 1 Critical  
 Status Active

Total Cost \$0

**Description**

Replacement of four ruggedized laptop computers for patrol cruisers.  
 Moved to IS and zeroed out here. All eight semi-ruggedized laptops replaced on a four year cycle.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings		0									0
<b>Total</b>		<b>0</b>									<b>0</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund		0									0
<b>Total</b>		<b>0</b>									<b>0</b>

**Budget Impact/Other**

Project # **PD-2017-001**  
 Project Name **Cruiser Replacements**

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 5 years  
 Category Vehicles  
 Priority 1 Critical  
 Status Active

**Description**

**Total Cost \$88,000**

Replacement of three to four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

**Justification**

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

<b>Expenditures</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>Total</b>
Equip/Vehicles/Furnishings			88,000								88,000
<b>Total</b>			<b>88,000</b>								<b>88,000</b>

<b>Funding Sources</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>Total</b>
Capital Equipment Replacement Fund			88,000								88,000
<b>Total</b>			<b>88,000</b>								<b>88,000</b>

**Budget Impact/Other**

Operating and maintenance costs per cruiser have not been estimated.

Project # PD-2017-002  
 Project Name Supervisor Patrol Vehicle

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 5 years  
 Category Vehicles  
 Priority 2 Very Important  
 Status Active

Total Cost \$30,000

Description

SUV for supervisor use and transporting tactical equipment.

Justification

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings			30,000								30,000
<b>Total</b>			<b>30,000</b>								<b>30,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund			30,000								30,000
<b>Total</b>			<b>30,000</b>								<b>30,000</b>

Budget Impact/Other

Project # PD-2017-003  
 Project Name Cruiser Laptop Replacements

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 3 years  
 Category Equipment: Computers  
 Priority 1 Critical  
 Status Active

Total Cost \$0

Description

Replacement of four ruggedized laptop computers for patrol cruisers.  
 Moved to IS and zeroed out here. All eight semi-ruggedized laptops replaced on a four year cycle.

Justification

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings			0								0
<b>Total</b>			<b>0</b>								<b>0</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund			0								0
<b>Total</b>			<b>0</b>								<b>0</b>

Budget Impact/Other

Project # PD-2017-004  
 Project Name ACO Truck Replacement

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 5 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$26,000

Description

Replacement of ACO truck with 1/2 ton extended cab 4x4.

Justification

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings			26,000								26,000
<b>Total</b>			<b>26,000</b>								<b>26,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund			26,000								26,000
<b>Total</b>			<b>26,000</b>								<b>26,000</b>

Budget Impact/Other

Project # PD-2018-001  
 Project Name Cruiser Replacements

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 5 years  
 Category Vehicles  
 Priority 1 Critical  
 Status Active

Total Cost \$88,000

**Description**

Replacement of three to four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

**Justification**

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings				88,000							88,000
<b>Total</b>				<b>88,000</b>							<b>88,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund				88,000							88,000
<b>Total</b>				<b>88,000</b>							<b>88,000</b>

**Budget Impact/Other**

Operating and maintenance costs per cruiser have not been estimated.

Project # PD-2018-002  
 Project Name Cruiser Laptop Replacements

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 3 years  
 Category Equipment: Computers  
 Priority 1 Critical  
 Status Active

**Description**

Total Cost \$0

Replacement of four ruggedized laptop computers for patrol cruisers.  
 Moved to IS and zeroed out here. All eight semi-ruggedized laptops replaced on a four year cycle.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings				0							0
<b>Total</b>				<b>0</b>							<b>0</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund				0							0
<b>Total</b>				<b>0</b>							<b>0</b>

**Budget Impact/Other**

Project # PD-2019-001  
 Project Name Cruiser Replacements

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 5 years  
 Category Vehicles  
 Priority 1 Critical  
 Status Active

Total Cost \$88,000

**Description**

Replacement of three to four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

**Justification**

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings					88,000						88,000
<b>Total</b>					<b>88,000</b>						<b>88,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund					88,000						88,000
<b>Total</b>					<b>88,000</b>						<b>88,000</b>

**Budget Impact/Other**

Operating and maintenance costs per cruiser have not been estimated.

Project # PD-2019-002  
 Project Name Cruiser Laptop Replacements

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 3 years  
 Category Equipment: Computers  
 Priority 1 Critical  
 Status Active

**Description**

Total Cost \$0

Replacement of four ruggedized laptop computers for patrol cruisers.  
 Moved to IS and zeroed out here. All eight semi-ruggedized laptops replaced on a four year cycle.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings					0						0
<b>Total</b>					<b>0</b>						<b>0</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund					0						0
<b>Total</b>					<b>0</b>						<b>0</b>

**Budget Impact/Other**

Project # PD-2020-001  
 Project Name Cruiser Replacements

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 5 years  
 Category Vehicles  
 Priority 1 Critical  
 Status Active

Total Cost \$88,000

**Description**

Replacement of three to four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

**Justification**

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings						88,000					88,000
<b>Total</b>						<b>88,000</b>					<b>88,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund						88,000					88,000
<b>Total</b>						<b>88,000</b>					<b>88,000</b>

**Budget Impact/Other**

Operating and maintenance costs per cruiser have not been estimated.

Project # PD-2020-002  
 Project Name Cruiser Laptop Replacements

Department Police (PD)  
 Contact Police Chief  
 Type Equipment  
 Useful Life 3 years  
 Category Equipment: Computers  
 Priority 1 Critical  
 Status Active

**Description** Total Cost \$0  
 Replacement of four ruggedized laptop computers for patrol cruisers.  
 Moved to IS and zeroed out here. All eight semi-ruggedized laptops replaced on a four year cycle.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings						0					0
<b>Total</b>						<b>0</b>					<b>0</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund						0					0
<b>Total</b>						<b>0</b>					<b>0</b>

**Budget Impact/Other**

Project # **PW-2010-001**  
 Project Name **Truck 06**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$162,912

**Description**

Replacement of 1997 Ford L-8000 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%.  
 Replaced at a cost of \$145,585 (see Council order 09-92 dated 7/14/2009), financed at 3.87% (see Council order 09-129 dated 9/8/2009) over five years in combination with Truck 7 and Trackless 24. Payment apportioned to Truck 6, Truck 7, and Trackless 24 projects.  
 See attached documents.

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
130,384	Equip/Vehicles/Furnishings	32,528										32,528
<b>Total</b>	<b>Total</b>	<b>32,528</b>										<b>32,528</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
130,384	Capital Equipment Replacement Fund	32,528										32,528
<b>Total</b>	<b>Total</b>	<b>32,528</b>										<b>32,528</b>

**Budget Impact/Other**

Project # **PW-2010-002**  
 Project Name **Truck 07**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$162,912

**Description**

Replacement of 1997 Ford L-8000 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%.  
 Replaced at a cost of \$145,585 (see Council order 09-92 dated 7/14/2009), financed at 3.87% (see Council order 09-129 dated 9/8/2009) over five years in combination with Truck 6 and Trackless 24. Payment apportioned to Truck 6, Truck 7, and Trackless 24 projects.  
 See attached documents.

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
130,384	Equip/Vehicles/Furnishings	32,528										32,528
<b>Total</b>	<b>Total</b>	<b>32,528</b>										<b>32,528</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
130,384	Capital Equipment Replacement Fund	32,528										32,528
<b>Total</b>	<b>Total</b>	<b>32,528</b>										<b>32,528</b>

**Budget Impact/Other**

Project # **PW-2010-003**  
 Project Name **Trackless 24**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 2 Very Important  
 Status Active

Total Cost \$125,145

**Description**

Replacement of 1996 Trackless MT-5 mower, sidewalk sweeper/snowthrower at an estimated cost of \$135,000 to \$160,000 (\$160,000 used for planning purposes) financed through a municipal lease-purchase agreement over five years at 5%.  
 Replaced at a cost of \$111,985 (see Council order 09-93 dated 7/14/2009), financed at 3.87% (see Council order 09-129 dated 9/8/2009) over five years in combination with Truck 6 and Truck 7. Payment apportioned to Truck 6, Truck 7, and Trackless 24 projects.  
 See attached documents.

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
100,116	Equip/Vehicles/Furnishings	25,029										25,029
<b>Total</b>	<b>Total</b>	<b>25,029</b>										<b>25,029</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
100,116	Capital Equipment Replacement Fund	25,029										25,029
<b>Total</b>	<b>Total</b>	<b>25,029</b>										<b>25,029</b>

**Budget Impact/Other**

Project # **PW-2011-001**  
 Project Name **Truck 02**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$163,405

**Description**

Replacement of 2000 International 6-wheel dump truck at an estimated cost of \$160,000 financed through a municipal lease-purchase agreement over five years at 3.5%.  
 Rescheduled to FY2012 with payments to begin FY2013 as part of budget preparation for FY2011. Further rescheduled to FY2013 with payments beginning in FY2014 as part of budget preparation for FY2012 in consultation with the public works director and vehicle maintenance supervisor.  
 Approved with PW-2011-002 (Truck 3) and PW-2013-001 (Truck 8) by Order 12-093, 7/24/2012 in a total amount of \$455,747 at 2.48%.

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
32,681	Equip/Vehicles/Furnishings	32,681	32,681	32,681	32,681							130,724
<b>Total</b>	<b>Total</b>	<b>32,681</b>	<b>32,681</b>	<b>32,681</b>	<b>32,681</b>							<b>130,724</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
32,681	Capital Equipment Replacement Fund	32,681	32,681	32,681	32,681							130,724
<b>Total</b>	<b>Total</b>	<b>32,681</b>	<b>32,681</b>	<b>32,681</b>	<b>32,681</b>							<b>130,724</b>

**Budget Impact/Other**

Project # **PW-2011-002**  
 Project Name **Truck 03**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$163,405

**Description**

Replacement of 2000 Internation 6-wheel dump truck at an estimated cost of \$160,000 financed through a municipal lease-purchase agreement over five years at 3.5%.  
 Rescheduled to FY2012 with payments to begin FY2013 as part of budget preparation for FY2011. Further rescheduled to FY2013 with payments beginning in FY2014 as part of budget preparation for FY2012 in consultation with the public works director and vehicle maintenance supervisor.  
 Approved with PW-2011-001 (Truck 2) and PW-2013-001 (Truck 8) by Order 12-093, 7/24/2012 in a total amount of \$455,747 at 2.48%.

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
32,681	Equip/Vehicles/Furnishings	32,681	32,681	32,681	32,681							130,724
<b>Total</b>	<b>Total</b>	<b>32,681</b>	<b>32,681</b>	<b>32,681</b>	<b>32,681</b>							<b>130,724</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
32,681	Capital Equipment Replacement Fund	32,681	32,681	32,681	32,681							130,724
<b>Total</b>	<b>Total</b>	<b>32,681</b>	<b>32,681</b>	<b>32,681</b>	<b>32,681</b>							<b>130,724</b>

**Budget Impact/Other**

Project # **PW-2011-003**  
 Project Name **Truck 12**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$62,644

**Description**

Replacement of 2000 Ford F-550 2-ton 6-wheel dump truck at an estimated cost of \$60,000 financed through a municipal lease-purchase agreement over five years at 5%.

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
38,272	Equip/Vehicles/Furnishings	12,186	12,186									24,372
<b>Total</b>	<b>Total</b>	<b>12,186</b>	<b>12,186</b>									<b>24,372</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
38,272	Capital Equipment Replacement Fund	12,186	12,186									24,372
<b>Total</b>	<b>Total</b>	<b>12,186</b>	<b>12,186</b>									<b>24,372</b>

**Budget Impact/Other**

Project # **PW-2012-001**  
 Project Name **Truck 01**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$196,500

**Description**

Replacement of 2000 International 10-wheel dump truck at an estimated cost of \$180,000 financed through a municipal lease-purchase agreement over five years at 3.5%. Trade-in value may reduce the overall cost which will reduce payments in subsequent years, which will then be adjusted to reflect the lower net purchase price and funding needed to make annual lease-purchase payments.

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
78,600	Equip/Vehicles/Furnishings	39,300	39,300	39,300								117,900
<b>Total</b>	<b>Total</b>	<b>39,300</b>	<b>39,300</b>	<b>39,300</b>								<b>117,900</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
78,600	Capital Equipment Replacement Fund	39,300	39,300	39,300								117,900
<b>Total</b>	<b>Total</b>	<b>39,300</b>	<b>39,300</b>	<b>39,300</b>								<b>117,900</b>

**Budget Impact/Other**

Project # **PW-2012-003**  
 Project Name **Sweeper 23**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 15 years  
 Category Equipment: PW Equip  
 Priority 3 Important  
 Status Active

Total Cost \$175,839

**Description**

Replacement of 2002 Johnson 3000 street sweeper at an estimated cost of 175,000 financed through a municipal lease-purchase agreement for five years at 3.5%.  
 Originally scheduled for replacement in fiscal 2012, acquisition was rescheduled to FY2013 per consultation with public works director and vehicle maintenance supervisor. Further rescheduled to FY 2014 following Council action on Order 13-054, April 23, 2013.  
 Approved by Council Order 13-187, December 19, 2013 at \$169,000 including \$5,000 trade-in value of current sweeper.  
 Financing recommended for 3-year term (instead of 5) at 2.01%, with annual payments of \$58,613.  
 Updated expected useful life (for planning purposes) from ten years to fifteen.

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
0	Equip/Vehicles/Furnishings	58,613	58,613	58,613								175,839
<b>Total</b>	<b>Total</b>	<b>58,613</b>	<b>58,613</b>	<b>58,613</b>								<b>175,839</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
0	Capital Equipment Replacement Fund	58,613	58,613	58,613								175,839
<b>Total</b>	<b>Total</b>	<b>58,613</b>	<b>58,613</b>	<b>58,613</b>								<b>175,839</b>

**Budget Impact/Other**

Project # **PW-2013-001**  
 Project Name **Truck 08**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$163,410

**Description**

Replacement of 2003 International 7500 6-wheel dump truck at an estimated cost of \$160,000 financed through a municipal lease-purchase agreement over five years at 3.5%,  
 Approved with PW-2011-001 (Truck 2) and PW-2011-002 (Truck 3) by Order 12-093, 7/24/2012 in a total amount of \$455,747 at 2.48%.

**Justification**

Prior	Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
32,682	Equip/Vehicles/Furnishings	32,682	32,682	32,682	32,682							130,728
<b>Total</b>	<b>Total</b>	<b>32,682</b>	<b>32,682</b>	<b>32,682</b>	<b>32,682</b>							<b>130,728</b>

Prior	Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
32,682	Capital Equipment Replacement Fund	32,682	32,682	32,682	32,682							130,728
<b>Total</b>	<b>Total</b>	<b>32,682</b>	<b>32,682</b>	<b>32,682</b>	<b>32,682</b>							<b>130,728</b>

**Budget Impact/Other**

Project # **PW-2013-003**  
 Project Name **Skidsteer 28**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 15 years  
 Category Equipment: PW Equip  
 Priority 3 Important  
 Status Active

Total Cost \$58,695

**Description**

Replacement of 2001 skidsteer tractor. Estimated at \$53,000. Finance with trucks and sweeper scheduled for 2013 replacement for five years at 3.5%.  
 Rescheduled from FY 2013 to 2014.  
 Rescheduled to FY 2016 replacement, payments beginning FY 2017 (3/23/2014).

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings		0	11,739	11,739	11,739	11,739	11,739				58,695
<b>Total</b>		<b>0</b>	<b>11,739</b>	<b>11,739</b>	<b>11,739</b>	<b>11,739</b>	<b>11,739</b>				<b>58,695</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund		0	11,739	11,739	11,739	11,739	11,739				58,695
<b>Total</b>		<b>0</b>	<b>11,739</b>	<b>11,739</b>	<b>11,739</b>	<b>11,739</b>	<b>11,739</b>				<b>58,695</b>

**Budget Impact/Other**

Project # **PW-2014-001**  
 Project Name **Truck 09**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$227,020

**Description**

Replacement of 2004 International 7600 10-wheel dump truck at an estimated cost of \$180,000 financed through a municipal lease-purchase agreement over five years at 3.5%. Rescheduled to FY 2015 as part of 2014 budget planning. Price increased to \$205,000.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings	0	45,404	45,404	45,404	45,404	45,404					227,020
<b>Total</b>	<b>0</b>	<b>45,404</b>	<b>45,404</b>	<b>45,404</b>	<b>45,404</b>	<b>45,404</b>					<b>227,020</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund	0	45,404	45,404	45,404	45,404	45,404					227,020
<b>Total</b>	<b>0</b>	<b>45,404</b>	<b>45,404</b>	<b>45,404</b>	<b>45,404</b>	<b>45,404</b>					<b>227,020</b>

**Budget Impact/Other**

Project # **PW-2014-002**  
 Project Name **Loader 25**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 15 years  
 Category Equipment: PW Equip  
 Priority 3 Important  
 Status Active

Total Cost \$243,625

**Description**

Replacement of 2001 John Deere 624H loader and plow at an estimated cost of \$220,000 to be financed through a municipal lease-purchase agreement for five years at 3.5%.  
 Rescheduled to FY 2015, payments beginning FY 2016 (3/23/2014).  
 Further rescheduled to FY 2016 following Council finance committee recommendation and approval of the Council (5/27/2014).

**Justification**

<b>Expenditures</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>Total</b>
Equip/Vehicles/Furnishings		0	48,725	48,725	48,725	48,725	48,725				243,625
<b>Total</b>		<b>0</b>	<b>48,725</b>	<b>48,725</b>	<b>48,725</b>	<b>48,725</b>	<b>48,725</b>				<b>243,625</b>

<b>Funding Sources</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>Total</b>
Capital Equipment Replacement Fund		0	48,725	48,725	48,725	48,725	48,725				243,625
<b>Total</b>		<b>0</b>	<b>48,725</b>	<b>48,725</b>	<b>48,725</b>	<b>48,725</b>	<b>48,725</b>				<b>243,625</b>

**Budget Impact/Other**

Project # **PW-2016-001**  
 Project Name **Truck 10**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$149,500

**Description**

Replacement of 2006 International 7300 6-wheel dump truck (25,999 GVW extended cab) at an estimated cost of \$135,000 financed through a municipal lease-purchase agreement over five years at 3.5%,

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings			0	29,900	29,900	29,900	29,900	29,900			149,500
<b>Total</b>			<b>0</b>	<b>29,900</b>	<b>29,900</b>	<b>29,900</b>	<b>29,900</b>	<b>29,900</b>			<b>149,500</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund			0	29,900	29,900	29,900	29,900	29,900			149,500
<b>Total</b>			<b>0</b>	<b>29,900</b>	<b>29,900</b>	<b>29,900</b>	<b>29,900</b>	<b>29,900</b>			<b>149,500</b>

**Budget Impact/Other**

Project # **PW-2016-002**  
 Project Name **Truck 11**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$182,720

**Description**

Replacement of 2006 International 7500 6-wheel dump truck at an estimated cost of \$165,000 financed through a municipal lease-purchase agreement over five years at 3.5%,

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings		0	36,544	36,544	36,544	36,544	36,544				182,720
<b>Total</b>		<b>0</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>				<b>182,720</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund		0	36,544	36,544	36,544	36,544	36,544				182,720
<b>Total</b>		<b>0</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>				<b>182,720</b>

**Budget Impact/Other**

Project # **PW-2017-001**  
 Project Name **Truck 05**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Total Cost \$182,720

**Description**

Replacement of 2007 International 7500 6-wheel dump truck at an estimated cost of \$165,000 financed through a municipal lease-purchase agreement over five years at 3.5%,

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings				0	36,544	36,544	36,544	36,544	36,544		182,720
<b>Total</b>				<b>0</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>		<b>182,720</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund				0	36,544	36,544	36,544	36,544	36,544		182,720
<b>Total</b>				<b>0</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>	<b>36,544</b>		<b>182,720</b>

**Budget Impact/Other**

Project # **PW-2018-001**  
 Project Name **Loader 27**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 15 years  
 Category Equipment: PW Equip  
 Priority 3 Important  
 Status Active

Total Cost \$243,625

**Description**

Replacement of 2002 Caterpillar 938G loader and plow at an estimated cost of \$220,000 to be financed through a municipal lease-purchase agreement for five years at 3.5%. Extended to 2020 in budget planning for 2014.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total	Future
Equip/Vehicles/Furnishings						0	48,725	48,725	48,725	48,725	194,900	48,725
<b>Total</b>						<b>0</b>	<b>48,725</b>	<b>48,725</b>	<b>48,725</b>	<b>48,725</b>	<b>194,900</b>	<b>Total</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total	Future
Capital Equipment Replacement Fund						0	48,725	48,725	48,725	48,725	194,900	48,725
<b>Total</b>						<b>0</b>	<b>48,725</b>	<b>48,725</b>	<b>48,725</b>	<b>48,725</b>	<b>194,900</b>	<b>Total</b>

**Budget Impact/Other**

Project # **PW-2020-001**  
 Project Name **Grader 26**

Department Public Works (PW)  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 20 years  
 Category Equipment: PW Equip  
 Priority 3 Important  
 Status Active

Total Cost \$288,750

**Description**

Replacement of 2000 John Deere 772CH grader at an estimated cost of \$250,000 financed through a municipal lease-purchase for five years at 5%.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total	Future
Equip/Vehicles/Furnishings							57,750	57,750	57,750	57,750	231,000	57,750
<b>Total</b>							<b>57,750</b>	<b>57,750</b>	<b>57,750</b>	<b>57,750</b>	<b>231,000</b>	<b>Total</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total	Future
Capital Equipment Replacement Fund							57,750	57,750	57,750	57,750	231,000	57,750
<b>Total</b>							<b>57,750</b>	<b>57,750</b>	<b>57,750</b>	<b>57,750</b>	<b>231,000</b>	<b>Total</b>

**Budget Impact/Other**

Project # **TM-2009-001**  
 Project Name **Financial System Upgrade/Replacement**

Department Town Mgr/Finance (TM)  
 Contact Town Manager  
 Type Equipment  
 Useful Life 10 years  
 Category Information Infrastructure  
 Priority 1 Critical  
 Status Active

Total Cost \$214,500

**Description**

Upgrade/replacement of the town's financial accounting system software and hardware. Estimated \$200,000 financed over three years at about 3.5%.  
 Rescheduled to 2016 during preparation of budget for 2013.

**Justification**

Current software is being phased out.

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings		0	71,500	71,500	71,500						214,500
<b>Total</b>		<b>0</b>	<b>71,500</b>	<b>71,500</b>	<b>71,500</b>						<b>214,500</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund		0	71,500	71,500	71,500						214,500
<b>Total</b>		<b>0</b>	<b>71,500</b>	<b>71,500</b>	<b>71,500</b>						<b>214,500</b>

**Budget Impact/Other**

Project # **TM-2018-001**  
 Project Name **Multifunction Device Replacements**

Department Town Mgr/Finance (TM)  
 Contact Town Manager  
 Type Equipment  
 Useful Life 7 years  
 Category Equipment: Miscellaneous  
 Priority 3 Important  
 Status Active

Total Cost \$30,000

**Description**

Replacement of multifunction devices (printer/scanner/copier/fax) in the town offices:  
 - Town Manager's Office  
 - Tax/MV/Town Clerk  
 - Code Enforcement/Assessing/Planning  
 - Parks and Recreation

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings				30,000							30,000
<b>Total</b>				<b>30,000</b>							<b>30,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund				30,000							30,000
<b>Total</b>				<b>30,000</b>							<b>30,000</b>

**Budget Impact/Other**

Project # **TM-2019-001**  
 Project Name **Multifunction Device Replacements**

Department Town Mgr/Finance (TM)  
 Contact Town Manager  
 Type Equipment  
 Useful Life 7 years  
 Category Equipment: Miscellaneous  
 Priority 3 Important  
 Status Active

**Description** Total Cost \$30,000

Replacement of multifunction (printer/copier/scanner/fax) devices in the town offices:

- Town Manager's Office
- Tax/MV/Town Clerk
- Code Enforcement/Assessing/Planning
- Parks and Recreation

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Equip/Vehicles/Furnishings					30,000						30,000
<b>Total</b>					<b>30,000</b>						<b>30,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Capital Equipment Replacement Fund					30,000						30,000
<b>Total</b>					<b>30,000</b>						<b>30,000</b>

**Budget Impact/Other**

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

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## 9120 - ROAD IMPROVEMENTS

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acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42190	Contracted Services	761,288	750,000	920,046	1,000,000	750,000	750,000
		<hr/> 761,288	<hr/> 750,000	<hr/> 920,046	<hr/> 1,000,000	<hr/> 750,000	<hr/> 750,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 9120 – ROAD IMPROVEMENTS

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This account is used for capital improvements on the roads. This would include drainage improvements, reclaiming road surfaces, paving, major equipment rental needed for road projects, engineering, and all related materials pertaining to the job.

### ACCOUNT DETAIL

42190 Contracted Services.

Most of the expense associated with road improvements is contract paving costs. Other expenses that are charged to this account include materials used in preparing a road for repaving, equipment rental, and the pavement condition rating (PCR) survey that is required every three years under GASB 34.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 9130 - BUILDINGS & FACILITIES CAPITAL IMPROVEMENTS

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42030	Professional Services	-	-	-	-	-	-
42260	Contracted Services	46,699	200,000	182,707	200,000	150,000	150,000
44020	Land Improvements	260,000	260,000	-	260,000	260,000	260,000
		<u>306,699</u>	<u>460,000</u>	<u>182,707</u>	<u>460,000</u>	<u>410,000</u>	<u>410,000</u>
	Manager's Part II Appropriations						
Breakdown of account 42260							
	Building Improvements						
	Buildings & Grounds Improvement Fund		150,000		200,000	150,000	150,000
	Facilities Assessment/Space Needs Analysis		<u>50,000</u>		<u>200,000</u>	<u>150,000</u>	<u>150,000</u>
			200,000		200,000	150,000	150,000
Breakdown of account 44020:							
	Municipal Development District - Roosevelt Promenade		210,000		210,000	210,000	210,000
	Municipal Development District - Pipeline TIF Transfer Out		<u>50,000</u>		<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
			260,000		260,000	260,000	260,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 9130 – LAND & BUILDING IMPROVEMENTS

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This account provides for services and materials for major improvements and repairs to town owned land and buildings, contributions to land and building improvement funds that carry over from year to year for larger projects, and serves as a pass-thru account for TIF funds that are collected as tax revenue in the general fund and appropriated to their respective TIF funds.

42260 Contracted Services

    Building Improvements Fund

    \$ 150,000

44020 Land Improvements

    TIF revenues in R0400 are appropriated through this account and go to their respective funds (the Pipeline TIF Fund or the Roosevelt Promenade TIF Fund).

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

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## 9130 - BUILDINGS & FACILITIES IMPROVEMENT

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Projects listed in capital improvement plan, except those listed below (in capital plan under project BG-2015-001)

Projects 166,600

Projects listed in property condition assessment (PCA) by priority (1 = high, 2 = medium, 3 = low)

Facility	Priority 1	Priority 2	Priority 3
Community Center	67,000	148,950	42,500
Public Works	-	18,625	2,000
Library	12,500	6,500	65,200
Loan Closet	-	10,000	9,900
Public Safety	2,250	-	137,500
Family Resource Center	-	-	22,000
North Windham Fire Station	34,400	5,000	19,000
East Windham Fire Station	11,200	-	33,000
South Windham Fire Station	<u>10,000</u>	<u>12,500</u>	<u>6,200</u>
Total, PCA projects	137,350	201,575	337,300

Other projects identified by buildings and grounds

Remove NWFS underground fuel tank	6,500
Additional SWFS roof repairs	3,500
Replace Public Safety boiler room door	1,800
Renew tiles in Public Safety shower room	<u>6,000</u>
Total, other projects	17,800
Total, all projects	321,750

Town of Windham, Maine

Capital Improvement Plan

FY 15 thru FY 24

**SOURCES AND USES OF FUNDS**

Source	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
<b>Buildings &amp; Grounds Improvement Fund</b>										
<b>Beginning Balance</b>	230,590	58,840	249,980	425,145	625,310	850,475	1,065,640	1,349,665	1,699,665	2,049,665
<b>Revenues and Other Fund Sources</b>										
<i>Revenue</i>										
General Fund	150,000	200,000	225,000	250,000	275,000	300,000	325,000	350,000	350,000	350,000
<i>Total</i>	150,000	200,000	225,000	250,000	275,000	300,000	325,000	350,000	350,000	350,000
<b>Total Revenues and Other Fund Sources</b>	150,000	200,000	225,000	250,000	275,000	300,000	325,000	350,000	350,000	350,000
<b>Total Funds Available</b>	380,590	258,840	474,980	675,145	900,310	1,150,475	1,390,640	1,699,665	2,049,665	2,399,665
<b>Expenditures and Uses</b>										
<i>Capital Projects &amp; Equipment</i>										
<i>Buildings &amp; Grounds (BG)</i>										
Public Safety Parking Lot Repaving	BG-2014-001	(136,000)	0	0	0	0	0	0	0	0
SWFS Parking Lot Repaving	BG-2014-002	(5,900)	0	0	0	0	0	0	0	0
EWFS Parking Lot Repaving	BG-2014-003	(22,000)	0	0	0	0	0	0	0	0
Social Services Window Replacement	BG-2014-004	(2,700)	0	0	0	0	0	0	0	0
Public Works Fueling Station Replacement	BG-2014-005	0	0	(40,975)	(40,975)	(40,975)	(40,975)	(40,975)	0	0
Town Office Emergency Generator	BG-2014-006	0	(8,860)	(8,860)	(8,860)	(8,860)	(8,860)	0	0	0
PCA & Other Projects, Combined	BG-2015-001	(155,150)	0	0	0	0	0	0	0	0
EWFS Solar Array Purchase	BG-2020-001	0	0	0	0	0	(35,000)	0	0	0
<i>Total</i>		(321,750)	(8,860)	(49,835)	(49,835)	(49,835)	(84,835)	(40,975)	0	0

Source	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
<b>Buildings &amp; Grounds Improvement Fund</b>										
Total Expenditures and Uses	(321,750)	(8,860)	(49,835)	(49,835)	(49,835)	(84,835)	(40,975)	0	0	0
Change in Fund Balance	(171,750)	191,140	175,165	200,165	225,165	215,165	284,025	350,000	350,000	350,000
Ending Balance	58,840	249,980	425,145	625,310	850,475	1,065,640	1,349,665	1,699,665	2,049,665	2,399,665

Project # **BG-2014-001**  
 Project Name **Public Safety Parking Lot Repaving**

Department Buildings & Grounds (BG)  
 Contact Buildings & Grounds  
 Type Improvement  
 Useful Life 25 years  
 Category Buildings & Improvements  
 Priority 2 Very Important  
 Status Active

Total Cost \$136,000

**Description**

Repaving existing lot.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Construction/Maintenance	136,000										136,000
<b>Total</b>	<b>136,000</b>										<b>136,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Buildings & Grounds Improvement Fund	136,000										136,000
<b>Total</b>	<b>136,000</b>										<b>136,000</b>

**Budget Impact/Other**

Project # **BG-2014-002**  
 Project Name **SWFS Parking Lot Repaving**

Department Buildings & Grounds (BG)  
 Contact Buildings & Grounds  
 Type Improvement  
 Useful Life 25 years  
 Category Buildings & Improvements  
 Priority 2 Very Important  
 Status Active

Description Total Cost \$5,900  
 Repaving existing parking lot.

Justification

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Construction/Maintenance	5,900										5,900
<b>Total</b>	<b>5,900</b>										<b>5,900</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Buildings & Grounds Improvement Fund	5,900										5,900
<b>Total</b>	<b>5,900</b>										<b>5,900</b>

Budget Impact/Other

Project # **BG-2014-003**  
 Project Name **EWFS Parking Lot Repaving**

Department Buildings & Grounds (BG)  
 Contact Buildings & Grounds  
 Type Improvement  
 Useful Life 25 years  
 Category Buildings & Improvements  
 Priority 2 Very Important  
 Status Active

Total Cost \$22,000

**Description**  
 Repaving existing parking lot.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Construction/Maintenance	22,000										22,000
<b>Total</b>	<b>22,000</b>										<b>22,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Buildings & Grounds Improvement Fund	22,000										22,000
<b>Total</b>	<b>22,000</b>										<b>22,000</b>

**Budget Impact/Other**

Project # **BG-2014-004**  
 Project Name **Social Services Window Replacement**

Department Buildings & Grounds (BG)  
 Contact Buildings & Grounds  
 Type Improvement  
 Useful Life 20 years  
 Category Buildings & Improvements  
 Priority 2 Very Important  
 Status Active

Total Cost \$2,700

**Description**  
 Replacement of existing windows with more energy efficient windows.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Construction/Maintenance	2,700										2,700
<b>Total</b>	<b>2,700</b>										<b>2,700</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Buildings & Grounds Improvement Fund	2,700										2,700
<b>Total</b>	<b>2,700</b>										<b>2,700</b>

**Budget Impact/Other**

Project # **BG-2014-005**  
 Project Name **Public Works Fueling Station Replacement**

Department Buildings & Grounds (BG)  
 Contact Buildings & Grounds  
 Type Improvement  
 Useful Life 25 years  
 Category Buildings & Improvements  
 Priority 1 Critical  
 Status Active

Total Cost \$204,875

**Description**

Replacement of existing "temporary" fueling station installed 12-15 years ago. Tanks have experienced moisture problems, corrosion, and fuel pumps freeze up in cold weather. Newer pumps would also enable better control and accounting of fuel.

Assumes lease-purchase financing, possibly in combination with other facilities capital improvements, for five years at 3.5%.

Rescheduled to FY 2016 (3/31/2014)

**Justification**

<b>Expenditures</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>Total</b>
Construction/Maintenance		0	40,975	40,975	40,975	40,975	40,975				204,875
<b>Total</b>		<b>0</b>	<b>40,975</b>	<b>40,975</b>	<b>40,975</b>	<b>40,975</b>	<b>40,975</b>				<b>204,875</b>

<b>Funding Sources</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>Total</b>
Buildings & Grounds Improvement Fund		0	40,975	40,975	40,975	40,975	40,975				204,875
<b>Total</b>		<b>0</b>	<b>40,975</b>	<b>40,975</b>	<b>40,975</b>	<b>40,975</b>	<b>40,975</b>				<b>204,875</b>

**Budget Impact/Other**

Project # **BG-2014-006**  
 Project Name **Town Office Emergency Generator**

Department Buildings & Grounds (BG)  
 Contact Buildings & Grounds  
 Type Improvement  
 Useful Life 20 years  
 Category Buildings & Improvements  
 Priority 2 Very Important  
 Status Active

Total Cost \$44,300

**Description**

Installation of emergency generator to power offices in the event of a power failure. There is currently no backup power for computer and telephone systems, lighting, heating, or other systems in this building.

Assumes financing, possibly in combination with other facilities capital improvement projects, of \$40,000 for five years at 3.5%.

Rescheduled to FY 2015 (possibly combine with electrical improvements) (3/31/2014)

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Construction/Maintenance	0	8,860	8,860	8,860	8,860	8,860					44,300
<b>Total</b>	<b>0</b>	<b>8,860</b>	<b>8,860</b>	<b>8,860</b>	<b>8,860</b>	<b>8,860</b>					<b>44,300</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Buildings & Grounds Improvement Fund	0	8,860	8,860	8,860	8,860	8,860					44,300
<b>Total</b>	<b>0</b>	<b>8,860</b>	<b>8,860</b>	<b>8,860</b>	<b>8,860</b>	<b>8,860</b>					<b>44,300</b>

**Budget Impact/Other**

Project # **BG-2015-001**  
 Project Name **PCA & Other Projects, Combined**

Department Buildings & Grounds (BG)  
 Contact Buildings & Grounds  
 Type Improvement  
 Useful Life Varies  
 Category Buildings & Improvements  
 Priority 2 Very Important  
 Status Active

Total Cost \$155,150

**Description**  
 Items identified as high priority from summary of projects in the 2013 property condition assessment, combined with additional projects identified by buildings and grounds.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Construction/Maintenance	155,150										155,150
<b>Total</b>	<b>155,150</b>										<b>155,150</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Buildings & Grounds Improvement Fund	155,150										155,150
<b>Total</b>	<b>155,150</b>										<b>155,150</b>

**Budget Impact/Other**

Project # **BG-2020-001**  
 Project Name **EWFS Solar Array Purchase**

Department Buildings & Grounds (BG)  
 Contact Buildings & Grounds  
 Type Improvement  
 Useful Life 25 years  
 Category Buildings & Improvements  
 Priority 2 Very Important  
 Status Active

Total Cost \$35,000

**Description**  
 Cost of the town exercising the purchase option under the 2013 power purchase agreement with ReVision Energy for the solar panel array installed on the roof of the East Windham Fire Station.

**Justification**

Expenditures	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Construction/Maintenance						35,000					35,000
<b>Total</b>						<b>35,000</b>					<b>35,000</b>

Funding Sources	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	Total
Buildings & Grounds Improvement Fund						35,000					35,000
<b>Total</b>						<b>35,000</b>					<b>35,000</b>

**Budget Impact/Other**

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## 9140 - LAND & FACILITIES CAPITAL IMPROVEMENTS

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
42030	Professional Services						-
42260	Contracted Services						-
44020	Land Improvements		150,000	50,000	325,000	-	
		-	150,000	50,000	325,000	-	-

\$100,000 for capitalizing fund for fields and other facilities, \$50,000 for Lippman Park improvements.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 9140 – LAND & FACILITIES IMPROVEMENT

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This account was established in fiscal 2014 to account for appropriations dedicated to the acquisition and development of parks, playing fields, and related facilities.

### ACCOUNT DETAIL

- 42030 Professional Services
- 42260 Contracted Services
- 44020 Land Improvements

### Windham Parks and Recreation Facilities Capital Investment Plan

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Park Improvements:</b>										
Dundee Park		\$30,000								
Skatepark			\$25,000							
Town Hall Playground					\$100,000					
Lowell Playground				\$100,000						
Lippman Park	\$150,000	\$100,000								
<b>Land Purchases:</b>										
\$10,000 per acre x 30 acres			\$300,000			\$300,000			\$300,000	
<b>Parks: New</b>										
Ballfields				\$450,000				\$450,000		
Playgrounds							\$100,000			
Basketball Courts				\$50,000				\$50,000		
Tennis Courts					\$220,000					\$220,000
<b>Department Vehicles:</b>										
Maintenance Pick up			\$25,000							
12 Passenger Van					\$30,000					
12 Passenger Mini Bus							\$60,000			
<b>Totals:</b>	<b>\$150,000</b>	<b>\$130,000</b>	<b>\$350,000</b>	<b>\$600,000</b>	<b>\$350,000</b>	<b>\$300,000</b>	<b>\$160,000</b>	<b>\$500,000</b>	<b>\$300,000</b>	<b>\$220,000</b>

**NOTES:**

Park Improvements

- 1.) New Playground at Dundee Park
- 2.) Repave surface at Skatepark
- 3.) Replace Playground at Town Hall
- 4.) Replace Playground at Lowell

Land Purchases

- 1.) Buy 30 Acres every 3 Years

Parks: New

- 1.) 3 New Fields every 4 years @ \$150,000 each
- 2.) 1 New Playground in 2020
- 3.) 2 Basketball Court every 4 years @ \$25,000 each
- 4.) 4 Tennis courts every 5 years @ \$55,000 each
- 5.) Phase 1&2 of Lippman Park Project

Department Vehicles:

- 1.) Replace Department 2010 Maintenance Pick up Truck
- 2.) Replace 2010 Department Van
- 3.) Replace 2009 Department Mini Bus

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

9170 - SEWER							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
44120	Portland Water District Assessment	351,756	351,756	146,565	351,756	351,756	351,756
		<u>351,756</u>	<u>351,756</u>	<u>146,565</u>	<u>351,756</u>	<u>351,756</u>	<u>351,756</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 9170 – SEWER

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44120 Payments to the Portland Water District for operating and capital costs associated with the South Windham sewer system and Little Falls Wastewater Conveyance.

This account is offset by sewer user fees in revenue account R0450, which reflects estimated revenues from the users of the system, and includes the Maine Correctional System as the biggest user.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

9510 - BONDED DEBT							
acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
46010	Debt Principal	150,000	150,000	150,000	150,000	150,000	150,000
46020	Debt Interest	66,375	60,375	31,688	55,125	55,125	55,125
		<u>216,375</u>	<u>210,375</u>	<u>181,688</u>	<u>205,125</u>	<u>205,125</u>	<u>205,125</u>

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 9510 – BONDED DEBT

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Payments on outstanding principal and interest on the town's bonds are paid from this account

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

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## 9910 - GENERAL CONTINGENCY FUND

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acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
43010	Supplies and Materials	23,135	100,000	4,000	100,000	100,000	100,000
		<hr/> 23,135	<hr/> 100,000	<hr/> 4,000	<hr/> 100,000	<hr/> 100,000	<hr/> 100,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 9910 – GENERAL CONTINGENCY FUND

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This is one of two contingency funds included in the annual budget and offset by fund balance (i.e. no additional property taxes were raised to fund it). The purpose of this account is to provide flexibility to the Council in dealing with unforeseen problems or opportunities without seeking a supplemental appropriation by calling a special town meeting.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

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## 9920 - ENERGY & WEATHER EMERGENCY FUND

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acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 approved
43010	Emergency Fund	-	100,000		100,000	100,000	100,000
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		-	100,000	-	100,000	100,000	100,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET FY2014-2015

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## 9920 – ENERGY & WEATHER EMERGENCY FUND

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This is one of two contingency funds included in the annual budget and offset by fund balance (i.e. no additional property taxes were raised to fund it). It was established specifically to address the challenges presented by an unusually severe winter and expenses such as overtime and road salt in public works, or to deal with energy price spikes without adding unnecessarily to department budgets and without seeking a supplemental appropriation by calling a special town meeting.

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT LIST

dept	acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY2015 approved
1110	41010	Compensation	3,745	7,350	910	7,350	7,350	7,350
1120	41010	Compensation	355,557	365,579	175,085	380,529	380,529	380,529
1130	41010	Compensation	132,105	167,294	78,390	173,841	179,293	179,293
1140	41010	Compensation	89,262	93,418	43,995	97,167	97,167	97,167
1180	41010	Compensation	65,143	69,518	32,737	-	-	-
2110	41010	Compensation	113,968	119,105	57,058	122,429	122,429	122,429
2120	41010	Compensation	404,660	423,797	204,989	472,497	438,657	438,657
2510	41010	Compensation	99,511	121,771	52,036	155,783	122,904	122,904
3110	41010	Compensation	1,439,200	1,473,595	673,408	1,615,084	1,555,319	1,555,319
3120	41010	Compensation	-	-	-	-	-	-
3140	41010	Compensation	33,001	34,675	15,927	34,992	34,992	34,992
3210	41010	Compensation	15,625	12,044	3,703	15,407	12,155	12,155
4110	41010	Compensation	359,011	362,636	175,482	374,740	374,740	374,740
5110	41010	Compensation	137,997	138,183	65,008	142,934	144,374	144,374
5510	41010	Compensation	248,992	235,568	94,220	277,306	241,175	241,175
6110	41010	Compensation	141,898	160,321	74,913	211,196	160,359	160,359
6120	41010	Compensation	166,594	175,410	71,658	170,695	170,695	170,695
6510	41010	Compensation	210,151	214,698	102,395	219,183	222,359	222,359
7510	41010	Compensation	94,040	92,757	44,585	95,558	99,792	99,792
8110	41010	Compensation	82,096	87,163	31,344	87,084	87,084	87,084
1130	41020	Overtime Compensation	-	-	-	150	150	150
1140	41020	Overtime Compensation	1,597	2,500	522	2,500	2,500	2,500
2120	41020	Overtime Compensation	40,989	52,508	10,242	57,834	57,834	57,834
2210	41020	Overtime Compensation	12,658	12,452	2,530	13,212	13,212	13,212
2510	41020	Overtime Compensation	9,197	6,378	4,726	6,860	6,860	6,860
3110	41020	Premium Compensation	221,899	176,832	103,209	197,000	197,000	197,000
3120	41020	Premium Compensation	-	-	-	-	-	-
3140	41020	Overtime Compensation	383	500	50	500	500	500
3210	41020	Overtime Compensation	478	250	393	250	250	250
4110	41020	Overtime Compensation	35,664	37,518	21,340	37,518	37,518	37,518
5110	41020	Overtime Compensation	1,026	1,000	160	1,000	1,000	1,000
1130	41030	Part-time Compensation	32,916	-	1,442	22,500	-	-
1160	41030	Part-time Compensation	9,267	7,328	5,023	10,197	10,197	10,197
2210	41030	Part-Time Compensation	7,777	12,000	4,312	12,000	12,000	12,000
3110	41030	Part-time Compensation	-	-	-	-	-	-
3120	41030	Part-time Compensation	-	-	-	-	-	-

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT LIST

dept	acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY2015 approved
4110	41030	Part-time Compensation	521,373	631,810	222,763	769,239	652,688	773,462
4210	41030	Part-time Compensation	-	2,000	-	2,000	2,000	2,000
5110	41030	Part-time Compensation	15,758	15,473	7,132	15,898	15,898	15,898
5111	41030	Part-time Compensation	84,558	88,000	62,995	95,500	95,500	95,500
5120	41030	Part-time Compensation	46,009	49,150	30,848	50,944	50,944	50,944
5130	41030	Part-time Compensation	8,730	-	-	-	-	-
5510	41030	Part-time Compensation	40,612	36,629	20,990	58,079	42,030	42,030
7510	41030	Part-time Compensation	32,986	30,413	14,664	33,208	33,208	33,208
1220	41060	Social Security	426,688	424,419	221,323	474,740	439,250	449,942
1220	41070	Health & Dental	786,448	844,399	347,538	753,600	753,600	753,600
1220	41080	Deferred Compensation	116,448	109,774	60,379	122,000	122,000	122,000
1220	41090	Tuition Reimbursement	-	5,000	-	5,000	5,000	5,000
3110	41100	Compensation for Court time	11,878	14,000	8,446	16,000	16,000	16,000
1220	41110	Classification Plan	-	-	-	-	-	-
5111	41110	Payroll Tax	8,498	9,000	-	9,000	9,000	9,000
1220	41120	MPERS Contributions	127,883	130,000	70,253	156,000	156,000	156,000
4110	41130	Training Compensation	80,368	73,708	37,175	89,276	89,276	89,276
1220	41140	Income Protection	7,943	5,500	2,615	6,400	6,400	6,400
1220	41150	Long Term Disability	6,198	6,700	3,343	6,800	6,800	6,800
1110	42010	Legal Services	58,789	60,000	9,092	50,000	50,000	40,000
1110	42020	Audit Fees	22,100	18,800	12,250	19,300	19,300	19,300
1120	42030	Professional Services	6,000	5,000	-	7,000	19,500	19,500
1130	42030	Professional Services	12,844	13,500	9,216	15,500	15,500	15,500
1140	42030	Professional Services	1,046	2,500	916	1,500	1,500	1,500
1160	42030	Professional Services	36,056	32,000	29,301	39,815	39,815	39,815
1180	42030	Professional Services	2,409	7,450	408	-	-	-
1230	42030	Professional Services	299	375	126	375	375	375
2110	42030	Professional Services	19,712	14,295	13,550	22,400	22,400	22,400
2910	42030	Professional Service	41,695	49,223	190	54,234	54,234	54,234
3110	42030	Professional Services	3,474	8,000	3,097	8,000	8,000	8,000
3120	42030	Professional Services	11,612	17,565	6,391	17,565	17,565	17,565
3140	42030	Professional Services	22,741	24,810	6,198	25,000	25,000	25,000
4110	42030	Professional Services	31,959	30,445	19,999	35,275	35,275	35,275
4210	42030	Professional Service	35,489	34,000	8,857	35,000	35,000	35,000
5110	42030	Professional Services	3,595	3,000	802	3,000	3,000	3,000
5111	42030	Professional Expenses	614	1,000	222	800	800	800

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT LIST

dept	acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY2015 approved
5120	42030	Professional Services	2,882	8,000	4,301	8,000	8,000	8,000
5510	42030	Professional Services	3,247	3,800	2,000	9,100	9,100	9,100
6110	42030	Professional Services	250	1,000	100	9,000	9,000	9,000
6120	42030	Professional Services	7,852	10,000	2,554	10,000	10,000	10,000
6121	42030	Professional Services	7,000	25,000	2,342	-	-	-
6510	42030	Professional Services	125	3,000	3	3,000	3,000	3,000
6520	42030	Professional Services	4,863	4,000	2,291	4,000	4,000	4,000
7510	42030	Professional Services	6,935	5,000	1,062	6,650	6,650	5,530
8110	42030	Professional Services	-	-	-	-	-	-
9130	42030	Professional Services	-	-	-	-	-	-
1120	42040	Print Services	323	500	-	500	500	500
1180	42040	Print Services	-	5,700	300	-	-	-
4110	42040	Print Services	272	750	-	750	750	750
5510	42040	Print Services	598	700	94	1,100	1,100	1,100
6110	42040	Print Services	75	200	-	200	200	200
6120	42040	Print Services	697	750	750	750	750	750
6510	42040	Print Services	-	500	-	500	500	500
7510	42040	Print Services	7,078	4,000	1,264	4,000	4,000	4,000
1120	42050	Equipment Maintenance	-	-	55	-	-	-
1130	42050	Equipment Maintenance	200	200	-	200	200	200
1140	42050	Equipment Maintenance	31,934	33,000	18,756	33,000	33,000	33,000
5510	42050	Equipment Maintenance	781	750	950	915	915	1,410
6110	42050	Equipment Maintenance	66	500	0	500	500	500
6120	42050	Equipment Maintenance	307	500	500	500	500	500
6510	42050	Equipment Maintenance	9,340	19,560	10,285	19,760	19,760	19,760
6520	42050	Equipment Maintenance	3,318	3,613	679	3,647	3,647	3,647
7510	42050	Equipment Maintenance	264	900	55	900	900	900
1120	42060	Telephone	6,325	4,800	2,633	6,500	6,500	6,500
1130	42060	Telephone	358	1,000	62	1,000	1,000	1,000
1140	42060	Telephone/Data Lines	10,188	20,240	5,206	20,240	20,240	20,240
1160	42060	Telephone	448	600	50	600	600	600
1180	42060	Telephone/Internet	726	1,800	288	-	-	-
2110	42060	Telephone	3,691	4,200	1,654	4,200	4,200	4,200
3120	42060	Telephone	20,762	21,000	6,057	21,000	21,000	21,000
4110	42060	Telephone	6,711	7,425	2,393	7,425	7,425	7,425
5110	42060	Telephone	972	1,200	218	1,000	1,000	1,000

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5120	42060	Telephone	567	750	153	500	500	500
5130	42060	Telephone	341	-	119	-	-	-
5510	42060	Telephone	2,441	2,000	979	2,250	2,250	2,250
6110	42060	Telephone	2,081	1,800	570	2,500	2,500	2,500
6120	42060	Telephone	1,372	1,800	1,800	1,800	1,800	1,800
6510	42060	Telephone	481	804	118	804	804	804
7510	42060	Telephone	1,069	400	499	1,300	1,300	1,300
8110	42060	Telephone	718	700	379	700	700	700
1120	42070	Advertising	2,360	1,500	306	2,000	2,000	2,000
1130	42070	Advertising	200	150	-	150	150	150
1180	42070	Advertising	3,857	33,600	9,533	-	-	-
2110	42070	Advertising	466	500	90	500	500	500
3110	42070	Advertising	-	500	-	500	500	500
4110	42070	Advertising	-	300	-	300	300	300
5110	42070	Advertising	-	-	-	-	-	-
6110	42070	Advertising	667	1,200	-	1,500	1,500	1,500
6120	42070	Advertising	4,648	5,000	5,000	5,000	5,000	5,000
6510	42070	Advertising	276	500	173	500	500	500
7510	42070	Advertising	5,088	3,300	1,589	3,300	3,300	3,300
1120	42080	Postage	5,705	5,000	1,850	5,000	5,000	5,000
1130	42080	Postage	8,194	12,000	9,152	13,500	13,500	13,500
1180	42080	Postage	250	500	-	-	-	-
2110	42080	Postage	-	256	36	256	256	256
3110	42080	Postage	808	1,025	312	1,025	1,025	1,025
4110	42080	Postage	876	1,000	137	1,000	1,000	1,000
5110	42080	Postage	258	500	106	500	500	500
5510	42080	Postage	802	1,000	158	1,200	1,200	1,200
6110	42080	Postage	584	800	89	800	800	800
6120	42080	Postage	745	1,000	1,000	1,000	1,000	1,000
6510	42080	Postage	1,984	2,673	319	2,673	2,673	2,673
7510	42080	Postage	920	850	707	1,100	1,100	1,100
8110	42080	Postage	-	100	108	200	200	200
1110	42090	Training & Conferences	75	500	435	500	500	500
1120	42090	Training/Conferences	1,109	1,800	1,533	1,800	1,800	1,800
1130	42090	Training/Conferences	-	250	-	250	250	250
1140	42090	Training/Conferences	70	4,000	999	1,400	1,400	1,400

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1150	42090	Training/Conferences	520	200	-	200	200	200
1180	42090	Training/Conferences	2,650	2,000	869	-	-	-
2110	42090	Training/Conferences	1,372	2,000	1,562	2,000	2,000	2,000
2120	42090	Training/Conferences	853	500	145	500	500	500
2210	42090	Training/Conferences	-	300	147	300	300	300
2510	42090	Training/Conferences	-	1,000	40	1,000	1,000	1,000
3110	42090	Training/Conferences	18,516	12,000	4,355	13,000	13,000	13,000
3120	42090	Training/Conferences	-	850	-	850	850	850
4110	42090	Training/Conferences	15,477	19,000	12,877	19,000	19,000	19,000
5110	42090	Training/Conferences	767	3,000	1,332	2,500	2,500	2,500
5510	42090	Training/Conferences	455	750	249	1,000	1,000	1,000
6110	42090	Training/Conferences	1,778	2,000	265	3,000	3,000	2,000
6120	42090	Training/Conferences	720	2,000	2,000	2,000	2,000	2,000
6510	42090	Training/Conferences	765	1,655	974	1,655	1,655	1,655
6520	42090	Training/Conferences	1,241	1,200	25	1,200	1,200	1,200
7510	42090	Training/Conferences	400	750	680	750	750	750
8110	42090	Training/Conferences	110	230	35	300	300	300
1110	42100	Travel/Meals	183	250	250	250	250	250
1120	42100	Travel/Meals	3,310	3,000	1,142	3,500	3,500	3,500
1130	42100	Travel/Meals	832	500	386	800	800	800
1140	42100	Travel and Meals	147	250	46	250	250	250
1150	42100	Travel/Meals	-	500	-	500	500	500
1160	42100	Travel/Meals	-	-	-	-	-	-
1180	42100	Travel/Meals	3,567	4,600	917	-	-	-
2110	42100	Travel/Meals	1,150	1,500	1,624	1,500	1,500	1,500
2510	42100	Travel/Meals	90	-	-	-	-	-
3110	42100	Travel/Meals	7,464	5,000	3,753	6,000	6,000	6,000
3120	42100	Travel/Meals	-	200	-	200	200	200
4110	42100	Travel/Meals	1,550	2,600	426	2,600	2,600	2,600
5110	42100	Travel/Meals	651	500	979	1,000	1,000	1,000
5510	42100	Travel/Meals	1,048	2,000	81	2,500	2,500	2,500
6110	42100	Travel/Meals	979	1,000	436	2,000	2,000	1,200
6120	42100	Travel/Meals	1,215	2,000	2,000	2,000	2,000	2,000
6510	42100	Travel/Meals	1,520	1,780	1,368	1,780	1,780	1,780
7510	42100	Travel/Meals	2,099	2,200	879	2,200	2,200	2,200
8110	42100	Travel/Meals	383	270	-	350	350	350

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1110	42110	Memberships	35,699	32,455	17,301	33,009	33,009	33,009
1120	42110	Memberships	1,434	2,250	1,305	2,000	2,000	2,000
1140	42110	Memberships	135	300	-	300	300	300
1150	42110	Memberships	40	-	-	-	-	-
1160	42110	Memberships	-	-	-	-	-	-
1180	42110	Memberships	310	750	100	-	-	-
2110	42110	Memberships	244	200	174	200	200	200
3110	42110	Memberships	335	650	240	650	650	650
4110	42110	Memberships	1,539	4,417	2,177	4,617	4,617	4,617
5110	42110	Memberships	225	350	119	350	350	350
5510	42110	Memberships	265	400	84	500	500	500
6110	42110	Memberships	195	195	465	530	530	500
6120	42110	Memberships	897	900	900	900	900	900
6510	42110	Memberships	675	900	725	900	900	900
7510	42110	Memberships	135	100	50	140	140	140
2210	42120	Rentals	-	1,200	589	1,200	1,200	1,200
2510	42120	Rentals	996	2,500	685	2,500	2,500	2,500
2210	42150	Refuse Pickup	12,164	13,000	5,371	13,000	13,000	13,000
5120	42150	Refuse Pickup	280	400	209	400	400	400
2130	42190	Contracted Services	32,679	38,000	22,147	50,500	50,500	38,000
9120	42190	Contracted Services	761,288	750,000	920,046	1,000,000	750,000	750,000
2510	42200	Outside Vehicle Maintenance	21,663	25,000	8,168	25,000	25,000	25,000
3210	42200	Outside Vehicle Maintenance	9,858	8,000	3,283	9,000	9,000	9,000
4210	42200	Outside Vehicle Maintenance	(19,629)	18,000	50,622	19,000	19,000	19,000
5111	42200	Outside Vehicle Maintenance	-	-	-	-	-	-
1160	42210	Electrical Equipment Maintenance	1,122	1,500	-	1,500	1,500	1,500
2110	42210	Electrical Equipment Maintenance	1,584	2,500	287	2,500	2,500	2,500
2130	42210	Electrical Equipment Maintenance	10,079	8,500	1,057	8,500	8,500	8,500
2510	42210	Electrical Equipment Maintenance	-	-	-	-	-	-
3110	42210	Electrical Equipment Maintenance	1,236	1,500	75	1,500	1,500	1,500
3120	42210	Electrical Equipment Maintenance	6,927	8,000	3,627	8,000	8,000	8,000
3210	42210	Electrical Equipment Maintenance	120	500	-	-	-	-
4110	42210	Electrical Equipment Maintenance	6,451	6,460	3,594	6,080	6,080	6,080
4210	42210	Electrical Equipment Maintenance	5,439	3,500	253	4,000	4,000	4,000
2130	42220	Electricity	61,668	58,000	26,711	58,000	58,000	58,000
2210	42220	Electricity	65,593	75,000	26,443	75,000	75,000	75,000

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5120	42220	Electricity	1,595	2,000	703	2,000	2,000	2,000
5130	42220	Electricity	360	-	64	-	-	-
2210	42230	Water Supply	208,549	230,476	105,313	265,759	232,989	232,989
2210	42230	Water Supply	4,331	3,000	1,662	3,000	3,000	3,000
2220	42230	Water Supply	-	300	-	300	300	300
5120	42230	Water Supply	1,952	2,000	770	2,500	2,500	2,500
4150	42240	Water Main Charges	91,164	92,075	38,665	92,976	92,976	92,976
2210	42250	Building Maintenance Services	59,331	59,000	26,091	59,000	59,000	59,000
5120	42250	Building Services	2,298	3,000	2,557	4,500	4,500	4,500
2120	42260	Contracted Services	35,991	60,380	61,126	60,380	60,380	60,380
2220	42260	Contracted Services	3,116	5,000	2,169	12,000	12,000	12,000
2910	42260	Contracted Services	589,825	572,170	240,389	591,572	591,572	591,572
3120	42260	Contracted Services	282,850	291,305	143,509	319,619	319,619	319,619
4110	42260	Contracted Services	37,920	26,000	16,677	26,000	26,000	26,000
5110	42260	Contracted Services	-	3,000	-	4,500	4,500	4,500
5111	42260	Contracted Services - Day Camp	26,867	30,000	21,263	30,000	30,000	30,000
5130	42260	Contracted Services	551	1,000	281	600	600	600
9130	42260	Contracted Services	46,699	200,000	182,707	200,000	150,000	150,000
5111	42280	Contracted Services - Other	15,723	15,000	2,361	7,500	7,500	7,500
2910	42330	Tipping Fees	324,239	272,255	127,844	148,050	148,050	148,050
1220	42600	Workers Compensation	216,364	199,599	63,983	247,000	247,000	247,000
1210	42610	Vehicle Insurance	34,173	40,800	44,695	42,840	42,840	42,840
1210	42620	Property & General Liability	52,125	48,000	38,661	50,400	50,400	50,400
1210	42630	Professional Liability	20,002	24,000	26,560	25,200	25,200	25,200
1220	42650	Unemployment Compensation	408	12,000	-	5,000	5,000	5,000
1120	43010	Supplies & Materials	5,863	6,000	3,864	6,000	6,000	6,000
1130	43010	Supplies & Materials	3,039	3,500	1,876	3,500	3,500	3,500
1140	43010	Supplies & Materials	349	1,000	480	1,000	1,000	1,000
1150	43010	Supplies & Materials	-	1,500	-	1,500	1,500	1,500
1160	43010	Supplies & Materials	49	300	20	300	300	300
1180	43010	Supplies/Materials	238	1,000	497	-	-	-
2110	43010	Supplies & Materials	3,621	2,500	986	2,500	2,500	2,500
2150	43010	Snowplowing Contracts	77,202	82,565	37,154	101,062	101,062	101,062
2510	43010	Supplies & Materials	375	500	588	400	400	400
3110	43010	Supplies & Materials	11,229	15,200	8,573	15,200	15,200	15,200
3120	43010	Supplies & Materials	-	250	45	250	250	250

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3140	43010	Supplies & Materials	62	400	24	400	400	400
4110	43010	Supplies & Materials	2,182	6,000	3,673	6,000	6,000	6,000
4140	43010	Supplies & Materials	272	1,000	1,052	1,480	1,480	1,480
5110	43010	Supplies & Materials	829	2,000	215	2,000	2,000	2,000
5111	43010	Supplies and Materials - Day Camp	5,022	5,000	1,945	7,000	7,000	7,000
5120	43010	Supplies and Materials	5,194	12,000	5,998	15,000	15,000	12,000
5130	43010	Supplies and Materials	602	5,000	381	5,000	5,000	5,000
5510	43010	Supplies & Materials	3,870	4,000	2,704	4,500	4,500	4,500
6110	43010	Supplies & Materials	928	900	192	1,500	1,500	1,000
6120	43010	Supplies & Materials	916	1,500	1,500	1,500	1,500	1,500
6510	43010	Supplies & Materials	1,908	1,600	768	1,600	1,600	1,600
6520	43010	Supplies & Materials	1,395	2,000	161	2,000	2,000	2,000
7510	43010	Supplies & Materials	3,459	3,000	1,470	3,000	3,000	3,000
8110	43010	Supplies & Materials	922	1,000	187	1,000	1,000	1,000
9910	43010	Supplies and Materials	23,135	100,000	4,000	100,000	100,000	100,000
9920	43010	Emergency Fund	-	100,000	-	100,000	100,000	100,000
5111	43020	Supplies and Materials - Other	85,769	6,000	64,372	4,000	4,000	4,000
5130	43020	Office Supplies & First Aid	80	-	-	-	-	-
1120	43030	Books, Maps & Publications	3,242	3,000	1,435	3,000	3,000	3,000
1130	43030	Books, Maps & Publications	441	700	394	700	700	700
1140	43030	Books/Maps/Publications	20	500	-	500	500	500
1150	43030	Books, Maps & Publications	-	500	-	500	500	500
1180	43030	Books/Maps/Publications	139	500	-	-	-	-
2110	43030	Books, Maps & Publications	287	250	-	250	250	250
3110	43030	Books, Maps & Publications	1,746	1,800	1,456	1,800	1,800	1,800
3120	43030	Books, Maps & Publications	-	200	-	200	200	200
5110	43030	Books/Maps/Publications	80	-	-	-	-	-
5510	43030	Books, Maps & Publications	22,971	24,300	6,100	28,630	28,630	28,630
6110	43030	Books, Maps & Publications	1,372	1,500	-	2,000	2,000	1,500
6120	43030	Books, Maps & Publications	409	500	500	500	500	500
6510	43030	Books, Maps & Publications	2,086	3,320	1,036	3,320	3,320	3,320
6520	43030	Books, Maps & Publications	-	500	-	500	500	500
7510	43030	Books, Maps & Publications	204	2,500	1,019	2,500	2,500	2,500
4110	43040	Medical Supplies	23,902	26,000	12,919	26,000	26,000	26,000
2120	43050	Clothing, Safety Equipment	7,855	9,025	5,273	9,025	9,025	9,025
2210	43050	Clothing, Safety Equipment	1,300	2,400	757	2,800	2,800	2,800

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2220	43050	Safety Equipment	195	400	176	400	400	400
2510	43050	Clothing, Safety Equipment	893	2,000	160	2,000	2,000	2,000
3110	43050	Clothing	31,216	25,565	12,807	13,800	13,800	25,565
4110	43050	Clothing/Uniforms	9,993	8,950	1,859	8,950	8,950	8,950
5510	43060	Non-printed Materials	5,202	5,600	1,438	9,600	9,600	9,600
8110	43090	General Assistance	30,272	50,000	8,957	50,000	50,000	50,000
8110	43100	User Fee Offset	8,983	10,000	-	10,000	10,000	10,000
1180	43140	Vehicle Fuel	77	250	-	-	-	-
2510	43140	Gas Products	15,008	13,500	6,342	13,500	13,500	13,500
3210	43140	Gas Products	65,610	72,000	30,283	72,000	72,000	72,000
4210	43140	Gas Products	7,713	9,000	3,523	9,000	9,000	9,000
5111	43140	Vehicle Fuel	1,302	1,500	962	2,000	2,000	2,000
6110	43140	Gas Products	1,145	1,200	702	2,700	2,700	1,500
2510	43160	Diesel Fuel	93,478	100,000	25,669	100,000	100,000	100,000
4210	43160	Diesel Fuel	28,388	30,000	12,725	38,500	38,500	35,000
2210	43170	Heating Fuel	50,631	64,435	16,056	64,435	64,435	64,435
2120	43180	Minor Equipment & Tools	2,017	2,000	1,485	2,000	2,000	2,000
2510	43180	Equipment & Tools	8,546	10,000	2,097	10,000	10,000	10,000
4210	43180	Tools	-	2,000	-	2,000	2,000	2,000
2210	43190	Building Maintenance Materials	24,902	25,000	12,646	30,000	30,000	30,000
2510	43200	Petroleum Products	6,197	6,500	3,299	6,500	6,500	6,500
3210	43200	Petroleum Products	-	-	-	-	-	-
4210	43200	Miscellaneous Products	274	2,000	1,439	2,500	2,500	2,500
2210	43210	Electronic Equipment	4,603	5,000	1,724	5,000	5,000	5,000
4110	43210	Electronic Equipment	7,461	9,260	2,340	9,260	9,260	9,260
1120	43220	Other Equipment	-	-	-	-	-	-
1130	43220	Other Equipment	918	500	78	500	500	500
1160	43220	Other Equipment	-	-	-	-	-	-
1180	43220	Other Equipment/Support	1,500	2,300	-	-	-	-
2110	43220	Other Equipment	-	-	-	-	-	-
2120	43220	Other Equipment	2,655	3,000	-	3,000	3,000	3,000
2210	43220	Other Equipment	2,279	2,050	5,212	2,050	2,050	2,050
2220	43220	Other Equipment	816	2,400	107	2,400	2,400	2,400
3110	43220	Other Equipment	6,917	9,000	3,275	10,000	10,000	10,000
3120	43220	Other Equipment	-	-	-	-	-	-
4110	43220	Other Equipment	38,825	47,500	26,674	53,360	53,360	53,360

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5510	43220	Other Equipment	2,040	40,000	2,592	11,570	11,570	11,570
6110	43220	Other Equipment	493	1,000	774	1,800	1,800	1,000
6510	43220	Other Equipment	-	-	-	-	-	-
6520	43220	Other Equipment	-	-	-	-	-	-
2510	43240	Tires	11,514	15,000	4,820	15,000	15,000	15,000
3210	43240	Tires	7,853	6,150	1,778	6,150	6,150	6,150
4210	43240	Tires	8,172	8,000	681	8,000	8,000	8,000
2150	43250	Vehicle Maintenance Parts	26,600	37,290	5,855	37,290	37,290	37,290
2220	43250	Equipment Maintenance	2,083	2,500	420	2,500	2,500	2,500
2510	43250	Vehicle Maintenance	63,582	85,000	35,614	85,000	85,000	75,000
3210	43250	Vehicle Maintenance	22,720	20,000	5,603	20,000	20,000	20,000
4210	43250	Vehicle Maintenance Parts	50,535	30,000	7,000	30,000	30,000	30,000
5111	43250	Vehicle Maintenance	1,645	3,000	-	3,000	3,000	3,000
2130	43270	Traffic Signs	9,146	8,750	5,084	8,750	8,750	8,750
2510	43290	Steel	1,060	2,000	928	2,000	2,000	2,000
1120	43300	Copy Services	1,763	2,000	388	2,000	2,000	2,000
1180	43300	Copy Services	338	1,000	109	-	-	-
6110	43300	Copy Services	659	1,040	(122)	1,000	1,000	500
6120	43300	Copy Services	681	500	500	-	500	500
2220	43310	Maintenance Materials	839	1,500	916	1,500	1,500	1,500
2150	43320	Chemicals	145,928	188,963	36,453	188,963	188,963	188,963
4110	43320	Chemicals	-	3,000	-	2,000	2,000	2,000
4110	43330	Equipment Replacement	-	-	477	-	-	-
6510	43390	Vehicle Expenses	574	600	195	700	700	700
9130	44020	Land Improvements	260,000	260,000	-	260,000	260,000	260,000
1150	44070	Contributions to Agencies	30,554	33,700	11,809	33,700	33,700	74,900
1180	44070	Contributions to Agencies	20,900	3,000	2,000	250,583	250,583	150,000
4110	44070	Contributions to Agencies	3,900	4,300	2,098	4,300	4,300	4,300
8120	44070	Contributions to Agencies	44,125	28,750	12,250	21,400	21,400	21,400
1210	44080	Safety Committee	-	2,000	425	3,000	3,000	3,000
2120	44100	Road Maintenance Materials	52,331	55,000	26,782	55,000	55,000	55,000
2150	44100	Road Maintenance Materials	26,449	30,000	22,699	30,000	30,000	30,000
9170	44120	Portland Water District Assessment	351,756	351,756	146,565	351,756	351,756	351,756
1160	44190	Capital Equipment	6,000	3,000	-	3,000	3,000	3,000
4210	44190	Capital Equipment	-	2,500	-	2,500	2,500	2,500
9110	44190	Capital Equipment	1,542,373	625,000	609,364	700,000	625,000	625,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

OBJECT LIST			FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	FY2015
dept	acct	description	actual	approved	ytd (1/8)	preliminary	manager	approved
5111	45020	Senior Programs	2,769	5,000	2,010	5,000	5,000	5,000
5111	45030	Community Events	1,695	3,000	578	3,000	3,000	3,000
5111	45040	Summerfest	(4,014)	-	(3,459)	-	-	-
5120	45260	Ice Rink Plowing Services	-	-	-	-	-	-
5120	45270	Lease of PWD Gambo Soccer Fields	832	850	843	-	-	-
9510	46010	Debt Principal	150,000	150,000	150,000	150,000	150,000	150,000
9510	46020	Debt Interest	66,375	60,375	31,688	55,125	55,125	55,125
4110	46030	Bad Debt	72,587	75,000	35,500	75,000	85,000	85,000
			14,286,151	14,196,348	7,289,587	15,291,605	14,513,843	14,552,736

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
<b>41010</b>	<b>4,192,558</b>	<b>4,354,882</b>	<b>1,997,843</b>	<b>4,653,775</b>	<b>4,451,373</b>	<b>4,451,373</b>
<b>Compensation</b>	<b>4,192,558</b>	<b>4,354,882</b>	<b>1,997,843</b>	<b>4,653,775</b>	<b>4,451,373</b>	<b>4,451,373</b>
1110	3,745	7,350	910	7,350	7,350	7,350
1120	355,557	365,579	175,085	380,529	380,529	380,529
1130	132,105	167,294	78,390	173,841	179,293	179,293
1140	89,262	93,418	43,995	97,167	97,167	97,167
1180	65,143	69,518	32,737	-	-	-
2110	113,968	119,105	57,058	122,429	122,429	122,429
2120	404,660	423,797	204,989	472,497	438,657	438,657
2510	99,511	121,771	52,036	155,783	122,904	122,904
3110	1,439,200	1,473,595	673,408	1,615,084	1,555,319	1,555,319
3120	-	-	-	-	-	-
3140	33,001	34,675	15,927	34,992	34,992	34,992
3210	15,625	12,044	3,703	15,407	12,155	12,155
4110	359,011	362,636	175,482	374,740	374,740	374,740
5110	137,997	138,183	65,008	142,934	144,374	144,374
5510	248,992	235,568	94,220	277,306	241,175	241,175
6110	141,898	160,321	74,913	211,196	160,359	160,359
6120	166,594	175,410	71,658	170,695	170,695	170,695
6510	210,151	214,698	102,395	219,183	222,359	222,359
7510	94,040	92,757	44,585	95,558	99,792	99,792
8110	82,096	87,163	31,344	87,084	87,084	87,084
<b>41020</b>	<b>323,892</b>	<b>289,938</b>	<b>143,172</b>	<b>316,824</b>	<b>316,824</b>	<b>316,824</b>
<b>Overtime Compensation</b>	<b>101,993</b>	<b>113,106</b>	<b>39,963</b>	<b>119,824</b>	<b>119,824</b>	<b>119,824</b>
1130	-	-	-	150	150	150
1140	1,597	2,500	522	2,500	2,500	2,500
2120	40,989	52,508	10,242	57,834	57,834	57,834
2210	12,658	12,452	2,530	13,212	13,212	13,212
2510	9,197	6,378	4,726	6,860	6,860	6,860
3140	383	500	50	500	500	500
3210	478	250	393	250	250	250
4110	35,664	37,518	21,340	37,518	37,518	37,518
5110	1,026	1,000	160	1,000	1,000	1,000
<b>Premium Compensation</b>	<b>221,899</b>	<b>176,832</b>	<b>103,209</b>	<b>197,000</b>	<b>197,000</b>	<b>197,000</b>
3110	221,899	176,832	103,209	197,000	197,000	197,000
3120	-	-	-	-	-	-

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
<b>41030</b>	<b>799,988</b>	<b>872,803</b>	<b>370,169</b>	<b>1,069,565</b>	<b>914,465</b>	<b>1,035,239</b>
Part-time Compensation	799,988	872,803	370,169	1,069,565	914,465	1,035,239
1130	32,916	-	1,442	22,500	-	-
1160	9,267	7,328	5,023	10,197	10,197	10,197
2210	7,777	12,000	4,312	12,000	12,000	12,000
3110	-	-	-	-	-	-
3120	-	-	-	-	-	-
4110	521,373	631,810	222,763	769,239	652,688	773,462
4210	-	2,000	-	2,000	2,000	2,000
5110	15,758	15,473	7,132	15,898	15,898	15,898
5111	84,558	88,000	62,995	95,500	95,500	95,500
5120	46,009	49,150	30,848	50,944	50,944	50,944
5130	8,730	-	-	-	-	-
5510	40,612	36,629	20,990	58,079	42,030	42,030
7510	32,986	30,413	14,664	33,208	33,208	33,208
<b>41060</b>	<b>426,688</b>	<b>424,419</b>	<b>221,323</b>	<b>474,740</b>	<b>439,250</b>	<b>449,942</b>
Social Security	426,688	424,419	221,323	474,740	439,250	449,942
1220	426,688	424,419	221,323	474,740	439,250	449,942
<b>41070</b>	<b>786,448</b>	<b>844,399</b>	<b>347,538</b>	<b>753,600</b>	<b>753,600</b>	<b>753,600</b>
Health & Dental	786,448	844,399	347,538	753,600	753,600	753,600
1220	786,448	844,399	347,538	753,600	753,600	753,600
<b>41080</b>	<b>116,448</b>	<b>109,774</b>	<b>60,379</b>	<b>122,000</b>	<b>122,000</b>	<b>122,000</b>
Deferred Compensation	116,448	109,774	60,379	122,000	122,000	122,000
1220	116,448	109,774	60,379	122,000	122,000	122,000
<b>41090</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
Tuition Reimbursement	-	5,000	-	5,000	5,000	5,000
1220	-	5,000	-	5,000	5,000	5,000
<b>41100</b>	<b>11,878</b>	<b>14,000</b>	<b>8,446</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
Compensation for Court time	11,878	14,000	8,446	16,000	16,000	16,000
3110	11,878	14,000	8,446	16,000	16,000	16,000
<b>41110</b>	<b>8,498</b>	<b>9,000</b>	<b>-</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
Classification Plan	-	-	-	-	-	-
1220	-	-	-	-	-	-
Payroll Tax	8,498	9,000	-	9,000	9,000	9,000
5111	8,498	9,000	-	9,000	9,000	9,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
<b>41120</b>	<b>127,883</b>	<b>130,000</b>	<b>70,253</b>	<b>156,000</b>	<b>156,000</b>	<b>156,000</b>
MPERS Contributions	127,883	130,000	70,253	156,000	156,000	156,000
1220	127,883	130,000	70,253	156,000	156,000	156,000
<b>41130</b>	<b>80,368</b>	<b>73,708</b>	<b>37,175</b>	<b>89,276</b>	<b>89,276</b>	<b>89,276</b>
Training Compensation	80,368	73,708	37,175	89,276	89,276	89,276
4110	80,368	73,708	37,175	89,276	89,276	89,276
<b>41140</b>	<b>7,943</b>	<b>5,500</b>	<b>2,615</b>	<b>6,400</b>	<b>6,400</b>	<b>6,400</b>
Income Protection	7,943	5,500	2,615	6,400	6,400	6,400
1220	7,943	5,500	2,615	6,400	6,400	6,400
<b>41150</b>	<b>6,198</b>	<b>6,700</b>	<b>3,343</b>	<b>6,800</b>	<b>6,800</b>	<b>6,800</b>
Long Term Disability	6,198	6,700	3,343	6,800	6,800	6,800
1220	6,198	6,700	3,343	6,800	6,800	6,800
<b>42010</b>	<b>58,789</b>	<b>60,000</b>	<b>9,092</b>	<b>50,000</b>	<b>50,000</b>	<b>40,000</b>
Legal Services	58,789	60,000	9,092	50,000	50,000	40,000
1110	58,789	60,000	9,092	50,000	50,000	40,000
<b>42020</b>	<b>22,100</b>	<b>18,800</b>	<b>12,250</b>	<b>19,300</b>	<b>19,300</b>	<b>19,300</b>
Audit Fees	22,100	18,800	12,250	19,300	19,300	19,300
1110	22,100	18,800	12,250	19,300	19,300	19,300
<b>42030</b>	<b>262,699</b>	<b>302,963</b>	<b>113,926</b>	<b>315,214</b>	<b>327,714</b>	<b>326,594</b>
Professional Expenses	614	1,000	222	800	800	800
5111	614	1,000	222	800	800	800
Professional Service	77,184	83,223	9,047	89,234	89,234	89,234
2910	41,695	49,223	190	54,234	54,234	54,234
4210	35,489	34,000	8,857	35,000	35,000	35,000
Professional Services	184,901	218,740	104,657	225,180	237,680	236,560
1120	6,000	5,000	-	7,000	19,500	19,500
1130	12,844	13,500	9,216	15,500	15,500	15,500
1140	1,046	2,500	916	1,500	1,500	1,500
1160	36,056	32,000	29,301	39,815	39,815	39,815
1180	2,409	7,450	408	-	-	-
1230	299	375	126	375	375	375
2110	19,712	14,295	13,550	22,400	22,400	22,400
3110	3,474	8,000	3,097	8,000	8,000	8,000
3120	11,612	17,565	6,391	17,565	17,565	17,565
3140	22,741	24,810	6,198	25,000	25,000	25,000
4110	31,959	30,445	19,999	35,275	35,275	35,275
5110	3,595	3,000	802	3,000	3,000	3,000
5120	2,882	8,000	4,301	8,000	8,000	8,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
5510	3,247	3,800	2,000	9,100	9,100	9,100
6110	250	1,000	100	9,000	9,000	9,000
6120	7,852	10,000	2,554	10,000	10,000	10,000
6121	7,000	25,000	2,342	-	-	-
6510	125	3,000	3	3,000	3,000	3,000
6520	4,863	4,000	2,291	4,000	4,000	4,000
7510	6,935	5,000	1,062	6,650	6,650	5,530
8110	-	-	-	-	-	-
9130	-	-	-	-	-	-
<b>42040</b>	<b>9,042</b>	<b>13,100</b>	<b>2,408</b>	<b>7,800</b>	<b>7,800</b>	<b>7,800</b>
<b>Print Services</b>	<b>9,042</b>	<b>13,100</b>	<b>2,408</b>	<b>7,800</b>	<b>7,800</b>	<b>7,800</b>
1120	323	500	-	500	500	500
1180	-	5,700	300	-	-	-
4110	272	750	-	750	750	750
5510	598	700	94	1,100	1,100	1,100
6110	75	200	-	200	200	200
6120	697	750	750	750	750	750
6510	-	500	-	500	500	500
7510	7,078	4,000	1,264	4,000	4,000	4,000
<b>42050</b>	<b>46,210</b>	<b>59,023</b>	<b>31,280</b>	<b>59,422</b>	<b>59,422</b>	<b>59,917</b>
<b>Equipment Maintenance</b>	<b>46,210</b>	<b>59,023</b>	<b>31,280</b>	<b>59,422</b>	<b>59,422</b>	<b>59,917</b>
1120	-	-	55	-	-	-
1130	200	200	-	200	200	200
1140	31,934	33,000	18,756	33,000	33,000	33,000
5510	781	750	950	915	915	1,410
6110	66	500	0	500	500	500
6120	307	500	500	500	500	500
6510	9,340	19,560	10,285	19,760	19,760	19,760
6520	3,318	3,613	679	3,647	3,647	3,647
7510	264	900	55	900	900	900
<b>42060</b>	<b>59,249</b>	<b>70,519</b>	<b>23,178</b>	<b>71,819</b>	<b>71,819</b>	<b>71,819</b>
<b>Telephone</b>	<b>48,335</b>	<b>48,479</b>	<b>17,684</b>	<b>51,579</b>	<b>51,579</b>	<b>51,579</b>
1120	6,325	4,800	2,633	6,500	6,500	6,500
1130	358	1,000	62	1,000	1,000	1,000
1160	448	600	50	600	600	600
2110	3,691	4,200	1,654	4,200	4,200	4,200
3120	20,762	21,000	6,057	21,000	21,000	21,000
4110	6,711	7,425	2,393	7,425	7,425	7,425

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
5110	972	1,200	218	1,000	1,000	1,000
5120	567	750	153	500	500	500
5130	341	-	119	-	-	-
5510	2,441	2,000	979	2,250	2,250	2,250
6110	2,081	1,800	570	2,500	2,500	2,500
6120	1,372	1,800	1,800	1,800	1,800	1,800
6510	481	804	118	804	804	804
7510	1,069	400	499	1,300	1,300	1,300
8110	718	700	379	700	700	700
Telephone/Data Lines	<b>10,188</b>	<b>20,240</b>	<b>5,206</b>	<b>20,240</b>	<b>20,240</b>	<b>20,240</b>
1140	10,188	20,240	5,206	20,240	20,240	20,240
Telephone/Internet	<b>726</b>	<b>1,800</b>	<b>288</b>	-	-	-
1180	726	1,800	288	-	-	-
<b>42070</b>	<b>17,562</b>	<b>46,550</b>	<b>16,691</b>	<b>13,750</b>	<b>13,750</b>	<b>13,750</b>
Advertising	<b>17,562</b>	<b>46,550</b>	<b>16,691</b>	<b>13,750</b>	<b>13,750</b>	<b>13,750</b>
1120	2,360	1,500	306	2,000	2,000	2,000
1130	200	150	-	150	150	150
1180	3,857	33,600	9,533	-	-	-
2110	466	500	90	500	500	500
3110	-	500	-	500	500	500
4110	-	300	-	300	300	300
5110	-	-	-	-	-	-
6110	667	1,200	-	1,500	1,500	1,500
6120	4,648	5,000	5,000	5,000	5,000	5,000
6510	276	500	173	500	500	500
7510	5,088	3,300	1,589	3,300	3,300	3,300
<b>42080</b>	<b>21,126</b>	<b>26,704</b>	<b>13,974</b>	<b>28,254</b>	<b>28,254</b>	<b>28,254</b>
Postage	<b>21,126</b>	<b>26,704</b>	<b>13,974</b>	<b>28,254</b>	<b>28,254</b>	<b>28,254</b>
1120	5,705	5,000	1,850	5,000	5,000	5,000
1130	8,194	12,000	9,152	13,500	13,500	13,500
1180	250	500	-	-	-	-
2110	-	256	36	256	256	256
3110	808	1,025	312	1,025	1,025	1,025
4110	876	1,000	137	1,000	1,000	1,000
5110	258	500	106	500	500	500
5510	802	1,000	158	1,200	1,200	1,200
6110	584	800	89	800	800	800
6120	745	1,000	1,000	1,000	1,000	1,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
6510	1,984	2,673	319	2,673	2,673	2,673
7510	920	850	707	1,100	1,100	1,100
8110	-	100	108	200	200	200
<b>42090</b>	<b>46,879</b>	<b>55,685</b>	<b>28,375</b>	<b>52,905</b>	<b>52,905</b>	<b>51,905</b>
Training & Conferences	75	500	435	500	500	500
1110	75	500	435	500	500	500
Training/Conferences	46,804	55,185	27,940	52,405	52,405	51,405
1120	1,109	1,800	1,533	1,800	1,800	1,800
1130	-	250	-	250	250	250
1140	70	4,000	999	1,400	1,400	1,400
1150	520	200	-	200	200	200
1180	2,650	2,000	869	-	-	-
2110	1,372	2,000	1,562	2,000	2,000	2,000
2120	853	500	145	500	500	500
2510	-	1,000	40	1,000	1,000	1,000
3110	18,516	12,000	4,355	13,000	13,000	13,000
3120	-	850	-	850	850	850
4110	15,477	19,000	12,877	19,000	19,000	19,000
5110	767	3,000	1,332	2,500	2,500	2,500
5510	455	750	249	1,000	1,000	1,000
6110	1,778	2,000	265	3,000	3,000	2,000
6120	720	2,000	2,000	2,000	2,000	2,000
6510	765	1,655	974	1,655	1,655	1,655
6520	1,241	1,200	25	1,200	1,200	1,200
7510	400	750	680	750	750	750
8110	110	230	35	300	300	300
<b>42100</b>	<b>26,187</b>	<b>28,150</b>	<b>14,287</b>	<b>27,430</b>	<b>27,430</b>	<b>26,630</b>
Travel and Meals	147	250	46	250	250	250
1140	147	250	46	250	250	250
Travel/Meals	26,040	27,900	14,241	27,180	27,180	26,380
1110	183	250	250	250	250	250
1120	3,310	3,000	1,142	3,500	3,500	3,500
1130	832	500	386	800	800	800
1150	-	500	-	500	500	500
1160	-	-	-	-	-	-
1180	3,567	4,600	917	-	-	-
2110	1,150	1,500	1,624	1,500	1,500	1,500
2510	90	-	-	-	-	-

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
3110	7,464	5,000	3,753	6,000	6,000	6,000
3120	-	200	-	200	200	200
4110	1,550	2,600	426	2,600	2,600	2,600
5110	651	500	979	1,000	1,000	1,000
5510	1,048	2,000	81	2,500	2,500	2,500
6110	979	1,000	436	2,000	2,000	1,200
6120	1,215	2,000	2,000	2,000	2,000	2,000
6510	1,520	1,780	1,368	1,780	1,780	1,780
7510	2,099	2,200	879	2,200	2,200	2,200
8110	383	270	-	350	350	350
<b>42110</b>	<b>42,128</b>	<b>43,867</b>	<b>23,640</b>	<b>44,096</b>	<b>44,096</b>	<b>44,066</b>
<b>Memberships</b>	<b>42,128</b>	<b>43,867</b>	<b>23,640</b>	<b>44,096</b>	<b>44,096</b>	<b>44,066</b>
1110	35,699	32,455	17,301	33,009	33,009	33,009
1120	1,434	2,250	1,305	2,000	2,000	2,000
1140	135	300	-	300	300	300
1150	40	-	-	-	-	-
1160	-	-	-	-	-	-
1180	310	750	100	-	-	-
2110	244	200	174	200	200	200
3110	335	650	240	650	650	650
4110	1,539	4,417	2,177	4,617	4,617	4,617
5110	225	350	119	350	350	350
5510	265	400	84	500	500	500
6110	195	195	465	530	530	500
6120	897	900	900	900	900	900
6510	675	900	725	900	900	900
7510	135	100	50	140	140	140
<b>42120</b>	<b>996</b>	<b>2,500</b>	<b>685</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Rentals</b>	<b>996</b>	<b>2,500</b>	<b>685</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
2510	996	2,500	685	2,500	2,500	2,500
<b>42150</b>	<b>12,443</b>	<b>13,400</b>	<b>5,580</b>	<b>13,400</b>	<b>13,400</b>	<b>13,400</b>
<b>Refuse Pickup</b>	<b>12,443</b>	<b>13,400</b>	<b>5,580</b>	<b>13,400</b>	<b>13,400</b>	<b>13,400</b>
2210	12,164	13,000	5,371	13,000	13,000	13,000
5120	280	400	209	400	400	400
<b>42190</b>	<b>793,967</b>	<b>788,000</b>	<b>942,193</b>	<b>1,050,500</b>	<b>800,500</b>	<b>788,000</b>
<b>Contracted Services</b>	<b>793,967</b>	<b>788,000</b>	<b>942,193</b>	<b>1,050,500</b>	<b>800,500</b>	<b>788,000</b>
2130	32,679	38,000	22,147	50,500	50,500	38,000
9120	761,288	750,000	920,046	1,000,000	750,000	750,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
<b>42200</b>	<b>11,892</b>	<b>51,000</b>	<b>62,073</b>	<b>53,000</b>	<b>53,000</b>	<b>53,000</b>
<b>Outside Vehicle Maintenance</b>	<b>11,892</b>	<b>51,000</b>	<b>62,073</b>	<b>53,000</b>	<b>53,000</b>	<b>53,000</b>
2510	21,663	25,000	8,168	25,000	25,000	25,000
3210	9,858	8,000	3,283	9,000	9,000	9,000
4210	(19,629)	18,000	50,622	19,000	19,000	19,000
5111	-	-	-	-	-	-
<b>42210</b>	<b>32,959</b>	<b>32,460</b>	<b>8,893</b>	<b>32,080</b>	<b>32,080</b>	<b>32,080</b>
<b>Electrical Equipment Maintenance</b>	<b>32,959</b>	<b>32,460</b>	<b>8,893</b>	<b>32,080</b>	<b>32,080</b>	<b>32,080</b>
1160	1,122	1,500	-	1,500	1,500	1,500
2110	1,584	2,500	287	2,500	2,500	2,500
2130	10,079	8,500	1,057	8,500	8,500	8,500
2510	-	-	-	-	-	-
3110	1,236	1,500	75	1,500	1,500	1,500
3120	6,927	8,000	3,627	8,000	8,000	8,000
3210	120	500	-	-	-	-
4110	6,451	6,460	3,594	6,080	6,080	6,080
4210	5,439	3,500	253	4,000	4,000	4,000
<b>42220</b>	<b>129,215</b>	<b>135,000</b>	<b>53,921</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>
<b>Electricity</b>	<b>129,215</b>	<b>135,000</b>	<b>53,921</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>
2130	61,668	58,000	26,711	58,000	58,000	58,000
2210	65,593	75,000	26,443	75,000	75,000	75,000
5120	1,595	2,000	703	2,000	2,000	2,000
5130	360	-	64	-	-	-
<b>42230</b>	<b>214,831</b>	<b>235,776</b>	<b>107,745</b>	<b>271,559</b>	<b>238,789</b>	<b>238,789</b>
<b>Water Supply</b>	<b>214,831</b>	<b>235,776</b>	<b>107,745</b>	<b>271,559</b>	<b>238,789</b>	<b>238,789</b>
2210	212,880	233,476	106,975	268,759	235,989	235,989
2220	-	300	-	300	300	300
5120	1,952	2,000	770	2,500	2,500	2,500
<b>42240</b>	<b>91,164</b>	<b>92,075</b>	<b>38,665</b>	<b>92,976</b>	<b>92,976</b>	<b>92,976</b>
<b>Water Main Charges</b>	<b>91,164</b>	<b>92,075</b>	<b>38,665</b>	<b>92,976</b>	<b>92,976</b>	<b>92,976</b>
4150	91,164	92,075	38,665	92,976	92,976	92,976
<b>42250</b>	<b>61,629</b>	<b>62,000</b>	<b>28,648</b>	<b>63,500</b>	<b>63,500</b>	<b>63,500</b>
<b>Building Maintenance Services</b>	<b>59,331</b>	<b>59,000</b>	<b>26,091</b>	<b>59,000</b>	<b>59,000</b>	<b>59,000</b>
2210	59,331	59,000	26,091	59,000	59,000	59,000
<b>Building Services</b>	<b>2,298</b>	<b>3,000</b>	<b>2,557</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
5120	2,298	3,000	2,557	4,500	4,500	4,500

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
<b>42260</b>	<b>1,023,818</b>	<b>1,188,855</b>	<b>668,121</b>	<b>1,244,671</b>	<b>1,194,671</b>	<b>1,194,671</b>
<b>Contracted Services</b>	<b>996,951</b>	<b>1,158,855</b>	<b>646,858</b>	<b>1,214,671</b>	<b>1,164,671</b>	<b>1,164,671</b>
2120	35,991	60,380	61,126	60,380	60,380	60,380
2220	3,116	5,000	2,169	12,000	12,000	12,000
2910	589,825	572,170	240,389	591,572	591,572	591,572
3120	282,850	291,305	143,509	319,619	319,619	319,619
4110	37,920	26,000	16,677	26,000	26,000	26,000
5110	-	3,000	-	4,500	4,500	4,500
5130	551	1,000	281	600	600	600
9130	46,699	200,000	182,707	200,000	150,000	150,000
<b>Contracted Services - Day Camp</b>	<b>26,867</b>	<b>30,000</b>	<b>21,263</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
5111	26,867	30,000	21,263	30,000	30,000	30,000
<b>42330</b>	<b>324,239</b>	<b>272,255</b>	<b>127,844</b>	<b>148,050</b>	<b>148,050</b>	<b>148,050</b>
<b>Tipping Fees</b>	<b>324,239</b>	<b>272,255</b>	<b>127,844</b>	<b>148,050</b>	<b>148,050</b>	<b>148,050</b>
2910	324,239	272,255	127,844	148,050	148,050	148,050
<b>42600</b>	<b>216,364</b>	<b>199,599</b>	<b>63,983</b>	<b>247,000</b>	<b>247,000</b>	<b>247,000</b>
<b>Workers Compensation</b>	<b>216,364</b>	<b>199,599</b>	<b>63,983</b>	<b>247,000</b>	<b>247,000</b>	<b>247,000</b>
1220	216,364	199,599	63,983	247,000	247,000	247,000
<b>42610</b>	<b>34,173</b>	<b>40,800</b>	<b>44,695</b>	<b>42,840</b>	<b>42,840</b>	<b>42,840</b>
<b>Vehicle Insurance</b>	<b>34,173</b>	<b>40,800</b>	<b>44,695</b>	<b>42,840</b>	<b>42,840</b>	<b>42,840</b>
1210	34,173	40,800	44,695	42,840	42,840	42,840
<b>42620</b>	<b>52,125</b>	<b>48,000</b>	<b>38,661</b>	<b>50,400</b>	<b>50,400</b>	<b>50,400</b>
<b>Property &amp; General Liability</b>	<b>52,125</b>	<b>48,000</b>	<b>38,661</b>	<b>50,400</b>	<b>50,400</b>	<b>50,400</b>
1210	52,125	48,000	38,661	50,400	50,400	50,400
<b>42630</b>	<b>20,002</b>	<b>24,000</b>	<b>26,560</b>	<b>25,200</b>	<b>25,200</b>	<b>25,200</b>
<b>Professional Liability</b>	<b>20,002</b>	<b>24,000</b>	<b>26,560</b>	<b>25,200</b>	<b>25,200</b>	<b>25,200</b>
1210	20,002	24,000	26,560	25,200	25,200	25,200
<b>42650</b>	<b>408</b>	<b>12,000</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Unemployment Compensation</b>	<b>408</b>	<b>12,000</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
1220	408	12,000	-	5,000	5,000	5,000
<b>43010</b>	<b>152,660</b>	<b>359,715</b>	<b>78,353</b>	<b>383,692</b>	<b>383,692</b>	<b>380,192</b>
<b>Emergency Fund</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
9920	-	100,000	-	100,000	100,000	100,000
<b>Snowplowing Contracts</b>	<b>77,202</b>	<b>82,565</b>	<b>37,154</b>	<b>101,062</b>	<b>101,062</b>	<b>101,062</b>
2150	77,202	82,565	37,154	101,062	101,062	101,062

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
<b>Supplies &amp; Materials</b>	<b>41,267</b>	<b>54,150</b>	<b>28,378</b>	<b>55,630</b>	<b>55,630</b>	<b>55,130</b>
1120	5,863	6,000	3,864	6,000	6,000	6,000
1130	3,039	3,500	1,876	3,500	3,500	3,500
1140	349	1,000	480	1,000	1,000	1,000
1150	-	1,500	-	1,500	1,500	1,500
1160	49	300	20	300	300	300
2110	3,621	2,500	986	2,500	2,500	2,500
2510	375	500	588	400	400	400
3110	11,229	15,200	8,573	15,200	15,200	15,200
3120	-	250	45	250	250	250
3140	62	400	24	400	400	400
4110	2,182	6,000	3,673	6,000	6,000	6,000
4140	272	1,000	1,052	1,480	1,480	1,480
5110	829	2,000	215	2,000	2,000	2,000
5510	3,870	4,000	2,704	4,500	4,500	4,500
6110	928	900	192	1,500	1,500	1,000
6120	916	1,500	1,500	1,500	1,500	1,500
6510	1,908	1,600	768	1,600	1,600	1,600
6520	1,395	2,000	161	2,000	2,000	2,000
7510	3,459	3,000	1,470	3,000	3,000	3,000
8110	922	1,000	187	1,000	1,000	1,000
<b>Supplies and Materials</b>	<b>28,931</b>	<b>117,000</b>	<b>10,379</b>	<b>120,000</b>	<b>120,000</b>	<b>117,000</b>
5120	5,194	12,000	5,998	15,000	15,000	12,000
5130	602	5,000	381	5,000	5,000	5,000
9910	23,135	100,000	4,000	100,000	100,000	100,000
<b>Supplies and Materials - Day Camp</b>	<b>5,022</b>	<b>5,000</b>	<b>1,945</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
5111	5,022	5,000	1,945	7,000	7,000	7,000
<b>Supplies/Materials</b>	<b>238</b>	<b>1,000</b>	<b>497</b>	<b>-</b>	<b>-</b>	<b>-</b>
1180	238	1,000	497	-	-	-
<b>43020</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Office Supplies &amp; First Aid</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5130	80	-	-	-	-	-
<b>43030</b>	<b>32,998</b>	<b>40,070</b>	<b>11,940</b>	<b>44,400</b>	<b>44,400</b>	<b>43,900</b>
<b>Books, Maps &amp; Publications</b>	<b>32,759</b>	<b>39,070</b>	<b>11,940</b>	<b>43,900</b>	<b>43,900</b>	<b>43,400</b>
1120	3,242	3,000	1,435	3,000	3,000	3,000
1130	441	700	394	700	700	700
1150	-	500	-	500	500	500
2110	287	250	-	250	250	250

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
3110	1,746	1,800	1,456	1,800	1,800	1,800
3120	-	200	-	200	200	200
5510	22,971	24,300	6,100	28,630	28,630	28,630
6110	1,372	1,500	-	2,000	2,000	1,500
6120	409	500	500	500	500	500
6510	2,086	3,320	1,036	3,320	3,320	3,320
6520	-	500	-	500	500	500
7510	204	2,500	1,019	2,500	2,500	2,500
<b>Books/Maps/Publications</b>	<b>239</b>	<b>1,000</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>
1140	20	500	-	500	500	500
1180	139	500	-	-	-	-
5110	80	-	-	-	-	-
<b>43040</b>	<b>23,902</b>	<b>26,000</b>	<b>12,919</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
<b>Medical Supplies</b>	<b>23,902</b>	<b>26,000</b>	<b>12,919</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
4110	23,902	26,000	12,919	26,000	26,000	26,000
<b>43050</b>	<b>51,453</b>	<b>48,340</b>	<b>21,032</b>	<b>36,975</b>	<b>36,975</b>	<b>48,740</b>
<b>Clothing</b>	<b>31,216</b>	<b>25,565</b>	<b>12,807</b>	<b>13,800</b>	<b>13,800</b>	<b>25,565</b>
3110	31,216	25,565	12,807	13,800	13,800	25,565
<b>Clothing, Safety Equipment</b>	<b>10,049</b>	<b>13,425</b>	<b>6,190</b>	<b>13,825</b>	<b>13,825</b>	<b>13,825</b>
2120	7,855	9,025	5,273	9,025	9,025	9,025
2210	1,300	2,400	757	2,800	2,800	2,800
2510	893	2,000	160	2,000	2,000	2,000
<b>Clothing/Uniforms</b>	<b>9,993</b>	<b>8,950</b>	<b>1,859</b>	<b>8,950</b>	<b>8,950</b>	<b>8,950</b>
4110	9,993	8,950	1,859	8,950	8,950	8,950
<b>Safety Equipment</b>	<b>195</b>	<b>400</b>	<b>176</b>	<b>400</b>	<b>400</b>	<b>400</b>
2220	195	400	176	400	400	400
<b>43060</b>	<b>5,202</b>	<b>5,600</b>	<b>1,438</b>	<b>9,600</b>	<b>9,600</b>	<b>9,600</b>
<b>Non-printed Materials</b>	<b>5,202</b>	<b>5,600</b>	<b>1,438</b>	<b>9,600</b>	<b>9,600</b>	<b>9,600</b>
5510	5,202	5,600	1,438	9,600	9,600	9,600
<b>43090</b>	<b>30,272</b>	<b>50,000</b>	<b>8,957</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>General Assistance</b>	<b>30,272</b>	<b>50,000</b>	<b>8,957</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
8110	30,272	50,000	8,957	50,000	50,000	50,000
<b>43100</b>	<b>8,983</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>User Fee Offset</b>	<b>8,983</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
8110	8,983	10,000	-	10,000	10,000	10,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
<b>43140</b>	<b>90,854</b>	<b>97,450</b>	<b>41,812</b>	<b>99,200</b>	<b>99,200</b>	<b>98,000</b>
<b>Gas Products</b>	<b>89,476</b>	<b>95,700</b>	<b>40,850</b>	<b>97,200</b>	<b>97,200</b>	<b>96,000</b>
2510	15,008	13,500	6,342	13,500	13,500	13,500
3210	65,610	72,000	30,283	72,000	72,000	72,000
4210	7,713	9,000	3,523	9,000	9,000	9,000
6110	1,145	1,200	702	2,700	2,700	1,500
<b>Vehicle Fuel</b>	<b>1,379</b>	<b>1,750</b>	<b>962</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
1180	77	250	-	-	-	-
5111	1,302	1,500	962	2,000	2,000	2,000
<b>43160</b>	<b>121,867</b>	<b>130,000</b>	<b>38,394</b>	<b>138,500</b>	<b>138,500</b>	<b>135,000</b>
<b>Diesel Fuel</b>	<b>121,867</b>	<b>130,000</b>	<b>38,394</b>	<b>138,500</b>	<b>138,500</b>	<b>135,000</b>
2510	93,478	100,000	25,669	100,000	100,000	100,000
4210	28,388	30,000	12,725	38,500	38,500	35,000
<b>43170</b>	<b>50,631</b>	<b>64,435</b>	<b>16,056</b>	<b>64,435</b>	<b>64,435</b>	<b>64,435</b>
<b>Heating Fuel</b>	<b>50,631</b>	<b>64,435</b>	<b>16,056</b>	<b>64,435</b>	<b>64,435</b>	<b>64,435</b>
2210	50,631	64,435	16,056	64,435	64,435	64,435
<b>43180</b>	<b>10,563</b>	<b>14,000</b>	<b>3,582</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
<b>Equipment &amp; Tools</b>	<b>8,546</b>	<b>10,000</b>	<b>2,097</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
2510	8,546	10,000	2,097	10,000	10,000	10,000
<b>Minor Equipment &amp; Tools</b>	<b>2,017</b>	<b>2,000</b>	<b>1,485</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
2120	2,017	2,000	1,485	2,000	2,000	2,000
<b>Tools</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
4210	-	2,000	-	2,000	2,000	2,000
<b>43190</b>	<b>24,902</b>	<b>25,000</b>	<b>12,646</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Building Maintenance Materials</b>	<b>24,902</b>	<b>25,000</b>	<b>12,646</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
2210	24,902	25,000	12,646	30,000	30,000	30,000
<b>43200</b>	<b>6,471</b>	<b>8,500</b>	<b>4,738</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>Miscellaneous Products</b>	<b>274</b>	<b>2,000</b>	<b>1,439</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
4210	274	2,000	1,439	2,500	2,500	2,500
<b>Petroleum Products</b>	<b>6,197</b>	<b>6,500</b>	<b>3,299</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
2510	6,197	6,500	3,299	6,500	6,500	6,500
3210	-	-	-	-	-	-
<b>43210</b>	<b>12,063</b>	<b>14,260</b>	<b>4,064</b>	<b>14,260</b>	<b>14,260</b>	<b>14,260</b>
<b>Electronic Equipment</b>	<b>12,063</b>	<b>14,260</b>	<b>4,064</b>	<b>14,260</b>	<b>14,260</b>	<b>14,260</b>
2210	4,603	5,000	1,724	5,000	5,000	5,000
4110	7,461	9,260	2,340	9,260	9,260	9,260

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
<b>43220</b>	<b>56,444</b>	<b>107,750</b>	<b>38,712</b>	<b>84,680</b>	<b>84,680</b>	<b>83,880</b>
Other Equipment	54,944	105,450	38,712	84,680	84,680	83,880
1120	-	-	-	-	-	-
1130	918	500	78	500	500	500
1160	-	-	-	-	-	-
2110	-	-	-	-	-	-
2120	2,655	3,000	-	3,000	3,000	3,000
2210	2,279	2,050	5,212	2,050	2,050	2,050
2220	816	2,400	107	2,400	2,400	2,400
3110	6,917	9,000	3,275	10,000	10,000	10,000
3120	-	-	-	-	-	-
4110	38,825	47,500	26,674	53,360	53,360	53,360
5510	2,040	40,000	2,592	11,570	11,570	11,570
6110	493	1,000	774	1,800	1,800	1,000
6510	-	-	-	-	-	-
6520	-	-	-	-	-	-
Other Equipment/Support	1,500	2,300	-	-	-	-
1180	1,500	2,300	-	-	-	-
<b>43240</b>	<b>27,540</b>	<b>29,150</b>	<b>7,279</b>	<b>29,150</b>	<b>29,150</b>	<b>29,150</b>
Tires	27,540	29,150	7,279	29,150	29,150	29,150
2510	11,514	15,000	4,820	15,000	15,000	15,000
3210	7,853	6,150	1,778	6,150	6,150	6,150
4210	8,172	8,000	681	8,000	8,000	8,000
<b>43250</b>	<b>167,165</b>	<b>177,790</b>	<b>54,492</b>	<b>177,790</b>	<b>177,790</b>	<b>167,790</b>
Equipment Maintenance	2,083	2,500	420	2,500	2,500	2,500
2220	2,083	2,500	420	2,500	2,500	2,500
Vehicle Maintenance	87,947	108,000	41,217	108,000	108,000	98,000
2510	63,582	85,000	35,614	85,000	85,000	75,000
3210	22,720	20,000	5,603	20,000	20,000	20,000
5111	1,645	3,000	-	3,000	3,000	3,000
Vehicle Maintenance Parts	77,134	67,290	12,855	67,290	67,290	67,290
2150	26,600	37,290	5,855	37,290	37,290	37,290
4210	50,535	30,000	7,000	30,000	30,000	30,000
<b>43270</b>	<b>9,146</b>	<b>8,750</b>	<b>5,084</b>	<b>8,750</b>	<b>8,750</b>	<b>8,750</b>
Traffic Signs	9,146	8,750	5,084	8,750	8,750	8,750
2130	9,146	8,750	5,084	8,750	8,750	8,750

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
<b>43290</b>	<b>1,060</b>	<b>2,000</b>	<b>928</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Steel</b>	<b>1,060</b>	<b>2,000</b>	<b>928</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
2510	1,060	2,000	928	2,000	2,000	2,000
<b>43300</b>	<b>3,441</b>	<b>4,540</b>	<b>875</b>	<b>3,000</b>	<b>3,500</b>	<b>3,000</b>
<b>Copy Services</b>	<b>3,441</b>	<b>4,540</b>	<b>875</b>	<b>3,000</b>	<b>3,500</b>	<b>3,000</b>
1120	1,763	2,000	388	2,000	2,000	2,000
1180	338	1,000	109	-	-	-
6110	659	1,040	(122)	1,000	1,000	500
6120	681	500	500	-	500	500
<b>43310</b>	<b>839</b>	<b>1,500</b>	<b>916</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Maintenance Materials</b>	<b>839</b>	<b>1,500</b>	<b>916</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
2220	839	1,500	916	1,500	1,500	1,500
<b>43320</b>	<b>145,928</b>	<b>191,963</b>	<b>36,453</b>	<b>190,963</b>	<b>190,963</b>	<b>190,963</b>
<b>Chemicals</b>	<b>145,928</b>	<b>191,963</b>	<b>36,453</b>	<b>190,963</b>	<b>190,963</b>	<b>190,963</b>
2150	145,928	188,963	36,453	188,963	188,963	188,963
4110	-	3,000	-	2,000	2,000	2,000
<b>43330</b>	<b>-</b>	<b>-</b>	<b>477</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Equipment Replacement</b>	<b>-</b>	<b>-</b>	<b>477</b>	<b>-</b>	<b>-</b>	<b>-</b>
4110	-	-	477	-	-	-
<b>43390</b>	<b>574</b>	<b>600</b>	<b>195</b>	<b>700</b>	<b>700</b>	<b>700</b>
<b>Vehicle Expenses</b>	<b>574</b>	<b>600</b>	<b>195</b>	<b>700</b>	<b>700</b>	<b>700</b>
6510	574	600	195	700	700	700
<b>44020</b>	<b>260,000</b>	<b>260,000</b>	<b>-</b>	<b>260,000</b>	<b>260,000</b>	<b>260,000</b>
<b>Land Improvements</b>	<b>260,000</b>	<b>260,000</b>	<b>-</b>	<b>260,000</b>	<b>260,000</b>	<b>260,000</b>
9130	260,000	260,000	-	260,000	260,000	260,000
<b>44070</b>	<b>99,479</b>	<b>69,750</b>	<b>28,157</b>	<b>309,983</b>	<b>309,983</b>	<b>250,600</b>
<b>Contributions to Agencies</b>	<b>99,479</b>	<b>69,750</b>	<b>28,157</b>	<b>309,983</b>	<b>309,983</b>	<b>250,600</b>
1150	30,554	33,700	11,809	33,700	33,700	74,900
1180	20,900	3,000	2,000	250,583	250,583	150,000
4110	3,900	4,300	2,098	4,300	4,300	4,300
8120	44,125	28,750	12,250	21,400	21,400	21,400
<b>44080</b>	<b>-</b>	<b>2,000</b>	<b>425</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Safety Committee</b>	<b>-</b>	<b>2,000</b>	<b>425</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
1210	-	2,000	425	3,000	3,000	3,000
<b>44100</b>	<b>78,780</b>	<b>85,000</b>	<b>49,481</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>
<b>Road Maintenance Materials</b>	<b>78,780</b>	<b>85,000</b>	<b>49,481</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>
2120	52,331	55,000	26,782	55,000	55,000	55,000
2150	26,449	30,000	22,699	30,000	30,000	30,000

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
<b>44120</b>	<b>351,756</b>	<b>351,756</b>	<b>146,565</b>	<b>351,756</b>	<b>351,756</b>	<b>351,756</b>
Portland Water District Assessment	351,756	351,756	146,565	351,756	351,756	351,756
9170	351,756	351,756	146,565	351,756	351,756	351,756
<b>44190</b>	<b>1,548,373</b>	<b>630,500</b>	<b>609,364</b>	<b>705,500</b>	<b>630,500</b>	<b>630,500</b>
Capital Equipment	1,548,373	630,500	609,364	705,500	630,500	630,500
1160	6,000	3,000	-	3,000	3,000	3,000
4210	-	2,500	-	2,500	2,500	2,500
9110	1,542,373	625,000	609,364	700,000	625,000	625,000
<b>45020</b>	<b>2,769</b>	<b>5,000</b>	<b>2,010</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
Senior Programs	2,769	5,000	2,010	5,000	5,000	5,000
5111	2,769	5,000	2,010	5,000	5,000	5,000
<b>45030</b>	<b>1,695</b>	<b>3,000</b>	<b>578</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
Community Events	1,695	3,000	578	3,000	3,000	3,000
5111	1,695	3,000	578	3,000	3,000	3,000
<b>45040</b>	<b>(4,014)</b>	<b>-</b>	<b>(3,459)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Summerfest	(4,014)	-	(3,459)	-	-	-
5111	(4,014)	-	(3,459)	-	-	-
<b>45260</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Ice Rink Plowing Services	-	-	-	-	-	-
5120	-	-	-	-	-	-
<b>45270</b>	<b>832</b>	<b>850</b>	<b>843</b>	<b>-</b>	<b>-</b>	<b>-</b>
Lease of PWD Gambo Soccer Fields	832	850	843	-	-	-
5120	832	850	843	-	-	-
<b>46010</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
Debt Principal	150,000	150,000	150,000	150,000	150,000	150,000
9510	150,000	150,000	150,000	150,000	150,000	150,000
<b>46020</b>	<b>66,375</b>	<b>60,375</b>	<b>31,688</b>	<b>55,125</b>	<b>55,125</b>	<b>55,125</b>
Debt Interest	66,375	60,375	31,688	55,125	55,125	55,125
9510	66,375	60,375	31,688	55,125	55,125	55,125
<b>46030</b>	<b>72,587</b>	<b>75,000</b>	<b>35,500</b>	<b>75,000</b>	<b>85,000</b>	<b>85,000</b>
Bad Debt	72,587	75,000	35,500	75,000	85,000	85,000
4110	72,587	75,000	35,500	75,000	85,000	85,000
<b>42090</b>	<b>-</b>	<b>300</b>	<b>147</b>	<b>300</b>	<b>300</b>	<b>300</b>
Training/Conferences	-	300	147	300	300	300
2210	-	300	147	300	300	300
<b>42120</b>	<b>-</b>	<b>1,200</b>	<b>589</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
Rentals	-	1,200	589	1,200	1,200	1,200
2210	-	1,200	589	1,200	1,200	1,200

# TOWN of WINDHAM

APPROVED MUNICIPAL BUDGET 2014-2015

## OBJECT SUMMARY

Row Labels	Sum of actual	Sum of approved	Sum of ytd (1/8)	Sum of preliminary	Sum of manager	Sum of approved2
42280	15,723	15,000	2,361	7,500	7,500	7,500
Contracted Services - Other	15,723	15,000	2,361	7,500	7,500	7,500
5111	15,723	15,000	2,361	7,500	7,500	7,500
43020	85,769	6,000	64,372	4,000	4,000	4,000
Supplies and Materials - Other	85,769	6,000	64,372	4,000	4,000	4,000
5111	85,769	6,000	64,372	4,000	4,000	4,000
Grand Total	14,286,151	14,196,348	7,289,587	15,291,605	14,513,843	14,552,736

FY 2015 WAGE SUMMARY  
7/01/14 - 6/30/15

DEPARTMENT	LNAME	PAYS	PAY_HOURS	NEXT_STEP_DATE	STEP_BEG	BEG_PAYS	BEG_RATE	COMP_BEG	STEP_END	END_PAYS	END_RATE	COMP_END	PAYS_TOTAL	LONGEVITY	COMP_TOTAL
11100101	GLEASON	1	30	7/1/2008	C1	1	35.000	-	C1	1	35.000	1,050.00	OK		1,050.00
11100101	MUIR	1	30	7/1/2008	C1	1	35.000	-	C1	1	35.000	1,050.00	OK		1,050.00
11100101	NADEAU	1	30	7/1/2008	C1	1	35.000	-	C1	1	35.000	1,050.00	OK		1,050.00
11100101	CHAPMAN	1	30	7/1/2008	C1	1	35.000	-	C1	1	35.000	1,050.00	OK		1,050.00
11100101	MOORE	1	30	7/1/2008	C1	1	35.000	-	C1	1	35.000	1,050.00	OK		1,050.00
11100101	NOEL	1	30	7/1/2008	C1	1	35.000	-	C1	1	35.000	1,050.00	OK		1,050.00
11100101	DENNIS	1	30	7/1/2008	C1	1	35.000	-	C1	1	35.000	1,050.00	OK		1,050.00
															7,350.00
11200101	ATWOOD	26	64	4/19/2015	8F	22	19.178	27,002.68	8G	4	19.562	5,007.76	OK		32,010.44
11200101	HODGMAN	26	80	5/1/2016	12E	26	22.854	47,536.57	12F		23.311	-	OK		47,536.57
11200101	MOSS	26	80	1/3/2013	M3C	14	34.269	38,381.21	M3D	12	35.468	34,049.72	OK		72,430.93
11200101	PLANTE	26	80		MGR			-	MGR			-	109,570.00	750	110,320.00
11200101	ROGERS	26	64	7/2/2012	8C	1	18.072	1,156.63	8D	25	18.433	29,493.50	OK		30,650.14
11200101	WOLCOTT	26	80	2/22/2015		26	42.106	87,580.48	n/a		-	-	OK		87,580.48
															380,528.56
11300101	HEGEMAN	26	80	9/8/2014	M1H	6	30.763	14,766.34	M1I	20	31.993	51,189.31	OK		66,705.65
11300101	PATTEN	26	75	3/26/2009	8I		20.352	-	8I	26	20.352	39,686.52	OK	750	40,436.52
11300101	CODREY	26	75	5/23/2015	8E	26	18.803	36,665.23	8F	-	19.178	-	OK		36,665.23
11300101	DESHAIES	26	75	2/14/2015	8C	17	18.072	23,042.26	8D	9	18.433	12,442.57	OK		35,484.83
11300101															-
															179,292.22
11400101	TRAUTLEIN	26	80	10/12/2014	M1C	8	25.285	16,182.26	M1D	18	26.297	37,867.13	OK		54,049.39
11400101	PASCARELLA	26	80	10/24/2015	10E	26	20.729	43,117.28	10F		21.144	-	OK		43,117.28
															97,166.67
11600103	SAUCIER	26	28	7/1/2014	1C	1	12.843	359.60	1D	25	13.100	9,169.90	OK		9,529.50
11600103	GALLAGHER	26	2	7/1/2014	1B	1	12.592	25.18	1C	25	12.843	642.14	OK		667.32
															10,196.83
11800101	BARTELL	26	80	8/7/2012	M3C	4	34.269	10,966.06	M3D	22	35.468	62,424.49	OK		73,390.55
															73,390.55
21100101	FORTIER	26	80	5/26/2015	M3F	23	37.994	69,908.92	M3G	3	39.324	9,437.77	OK	750	80,096.70
21100101	LONG	26	80	10/28/2013	8I	26	20.352	42,332.28	8I	-	20.352	-	OK		42,332.28
															122,428.98
21200101	CONSTANTINE	26	80	6/20/2015	VHMC	25	22.559	45,117.11	VHMD	1	23.019	1,841.50	OK		46,958.61
21200101	FARDON	26	80	1/8/2015	EOMB	14	19.245	21,554.77	EOMC	12	19.634	18,848.56	OK		40,403.34
21200101	FECTEAU	26	80	7/2/2015	TDE	26	17.609	36,627.08	TDF	-	17.957	-	OK		36,627.08

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DEPARTMENT	LNAME	PAYS	PAY_HOURS	NEXT_STEP_DATE	STEP_BEG	BEG_PAYS	BEG_RATE	COMP_BEG	STEP_END	END_PAYS	END_RATE	COMP_END	PAYS_TOTAL	LONGEVITY	COMP_TOTAL
21200101	GENTHNER	26	80	6/13/2016	TDF	26	17.957	37,350.26	TDG	-	18.315	-	OK		37,350.26
21200101	HODGDON	26	80	11/8/2013	TDD	10	17.261	13,809.19	TDE	16	17.609	22,539.74	OK		36,348.93
21200101	LAMB F	26	80	7/10/2015	TDE	26	17.609	36,627.08	TDF		17.957	-	OK		36,627.08
21200101	LAMB T	26	80	12/17/1992	EOMI	-	22.109	-	EOMI	26	22.109	45,985.91	OK	2,300	48,285.91
21200101	LEIGHTON	26	80	12/1/2014	TDC	12	16.924	16,247.07	TDD	14	17.261	19,332.87	OK		35,579.94
21200101	LONG	26	80	5/10/2016	EOMF	26	20.830	43,327.15	EOMG		21.250	-	OK		43,327.15
21200101	PRESCOTT	26	80	10/14/2014	TDC	8	16.924	10,831.38	TDD	18	17.261	24,856.54	OK		35,687.92
21200101	RAMPINO	26	80	10/27/2016	TDH	26	18.683	38,860.44	TDH	-	18.683	-	OK		38,860.44
21200101															-
															2,600.00
															438,656.65
22100101	DICKSON	26	80	11/3/2001	12I	-	24.738	-	12I	26	24.738	51,455.16	OK	500	51,955.16
22100101	KELLEY	26	80	8/6/2014	6D	3	16.720	4,012.76	6E	23	17.054	31,380.10	OK		35,392.86
22100101	MILLETT	26	80	10/27/2014	6D	8	16.720	10,700.70	6E	18	17.054	24,558.34	OK		35,259.03
22100101	ST.AMANT	26	80	7/22/2014	6B	1	16.070	1,285.61	6C	25	16.391	32,782.80	OK		34,068.41
22100101	QUATRANO	26	80	5/24/2003	6I	26	18.460	38,396.72	6I	-	18.460	-	OK	750	39,146.72
22100101	VEINOTT	26	80	10/4/2014	6C	8	16.391	10,490.50	6D	18	16.720	24,076.57	OK		34,567.07
22100101															-
															2,600.00
															232,989.25
25100101	TANGUAY	26	80	8/1/2014	SWB	3	17.926	4,302.28	SWC	23	18.284	33,642.72	OK		37,945.00
25100101	POREE	26	80	8/17/2015	VHMG	26	24.420	50,792.95	VHMG	-	24.420	-	OK	1,500	52,292.95
25100101	BRALEY	26	80	10/31/2014	EOMD	8	20.023	12,814.41	EOME	18	20.421	29,406.70	OK		42,221.11
25100101															-
															2,600.00
															135,059.06
															(9% \$15,407.09 from PD 3210-41010)
															122,903.75
															(plus holiday)
311041010	ANDREW	26	80	10/26/2016	S7	26	28.844	59,995.78	S8	-	28.844	-	OK		63,456.78
311041010	ANDREWS	26	80	2/22/2014	S3	17	27.118	36,881.13	S4	9	27.537	19,826.41	OK		60,114.53
311041010	BONNEAU	26	80	2/21/2014	S4	23	27.537	50,667.48	S5	3	27.966	6,711.88	OK		60,689.36
311041010	BOUDREAU	26	80	6/28/2016	S6	26	28.484	59,247.45	S6	-	28.484	-	OK		62,665.45
311041010	BUCK	26	80	1/27/2018	P8	26	25.136	52,282.62	P9	-	25.136	-	OK		55,298.62
311041010	BURKE	26	80	2/14/2019	P8	26	25.036	52,074.62	P9	-	25.036	-	OK		55,078.62
311041010	CALIFANO	26	80	2/11/2013	8I	26	20.352	42,332.28	8I	-	20.352	-	OK	1,700	44,032.28
311041010	COOK	26	80	2/17/2019	P8	20	24.936	39,897.40	P8	6	25.086	12,041.22	OK		54,934.62
311041010	COX	26	80	5/22/2005	P9	26	25.236	52,490.62	P9	-	25.236	-	OK		52,490.62
311041010	CYR M	26	80	8/14/2010	P9	26	25.086	52,178.62	P9	-	25.086	-	OK		52,178.62
311041010	DEGRUCHY	26	80	8/7/2008	M2I	26	36.454	75,823.86	M2I	-	36.454	-	OK	2,400	78,223.86
311041010	FOURNIER	26	80	8/12/2014	P2	3	20.993	5,038.36	P3	23	21.526	39,608.12	OK		47,222.47
311041010	FULTON	26	80	4/15/2013	S9	26	29.257	60,854.98	S9	-	29.257	-	OK		64,365.98
311041010	GALLANT	26	80	5/26/2013	P9	26	25.186	52,386.62	P9	-	25.186	-	OK		55,408.62
311041010	HAMILTON	26	80	8/11/2014	P2	3	20.993	5,038.36	P3	23	21.526	39,608.12	OK		47,222.47



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DEPARTMENT	LNAME	PAYS	PAY_HOURS	NEXT_STEP_DATE	STEP_BEG	BEG_PAYS	BEG_RATE	COMP_BEG	STEP_END	END_PAYS	END_RATE	COMP_END	PAYS_TOTAL	LONGEVITY	COMP_TOTAL
51100101	ROSS	26	80	7/14/2013	8I	26	20.352	33,865.83	8I	-	20.352	-	OK	500	34,365.83
51100101	ROUX	26	64												144,373.72
51100103	HOLTAN	26	32	1/3/2015	6G	14	17.743	7,948.82	6H	12	18.098	6,949.58	OK		14,898.40
51100103															1,000.00
															15,898.40
55100101	BANNEN	26	80	12/1/2016	10H	26	21.998	45,756.55	10I	-	22.438	-	OK	750	46,506.55
55100101	CURRIER	26	80	7/18/2014	8B	1	17.717	1,417.39	8C	25	18.072	36,144.72	OK		37,562.11
55100101	KEEF	26	80	12/1/2016	10H	26	21.998	45,756.55	10I	-	22.438	-	OK	750	46,506.55
55100101	LEO	26	80	10/9/2014	M2C	8	29.655	18,979.51	M2D	18	30.694	44,199.13	OK		63,178.64
55100101	PARKER	26	80	12/7/2007	10I	26	22.438	46,670.96	10I	-	22.438	-	OK	750	47,420.96
															241,174.80
55100103															-
55100103	HAWKES	26	23	7/1/2014	1E	1	13.362	307.33	1F	25	13.629	7,836.81	OK		8,144.14
55100103	THURBER	26	28	7/1/2014	1E	1	13.362	374.14	1F	25	13.629	9,540.47	OK		9,914.60
55100103	STOVER	26	29	4/10/2016	1E	26	13.362	10,074.95	1E	-	13.362	-	OK		10,074.95
55100103	On Call hours	26	40		1E	26	13.362	13,896.48		0			OK		13,896.48
															42,030.17
61100101	LEBRUN	26	80	10/23/2014	15A	8	24.441	15,642.39	15B	18	24.931	35,900.41	OK		51,542.80
61100101	DARBY-MOREY	26	80	3/21/2009	8I	26	20.352	42,332.28	8I	-	20.352	-	OK	750	43,082.28
61100101	MCNALLY	26	80	8/15/2014	M2D	4	30.694	9,822.03	M2E	22	31.768	55,911.50	OK		65,733.53
61100101															-
															160,358.62
61200101	BENJAMIN	26	80	1/29/2015	M3B	14	33.110	37,083.45	M3C	12	34.269	32,898.18	OK		69,981.63
61200101	FISHER	26	80	5/25/2016	8H	26	19.953	41,502.74	8I	-	20.352	-	OK		41,502.74
61200101		26	80	4/16/2014	M2A	5	27.684	11,073.53	M2B	21	28.653	48,136.74	OK		59,210.27
															170,694.63
65100101	HODGDON	26	80	4/23/2016	10H	26	21.998	45,756.55	10I	-	22.438	-	OK		45,756.55
65100101	SAWYER	26	80					Assessor				83,826.08			83,826.08
65100101	TAYLOR	26	70	3/6/2009	8I	26	20.352	37,040.75	8I	-	20.352	-	OK	1000	38,040.75
65100101	TREPANIER	26	80	4/24/2015	14G	21	26.214	44,039.52	14H	5	26.738	10,695.31	OK		54,734.83
															222,358.21
75100101	MORRELL	26	80					Clerk				56,959.00		500	57,459.00
75100101	VANCE	26	80	1/1/2014	8I	26	20.352	42,332.28	8I	-	20.352	-	OK		42,332.28
															99,791.28

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DEPARTMENT	LNAME	PAYS	PAY_HOURS	NEXT_STEP_DATE	STEP_BEG	BEG_PAYS	BEG_RATE	COMP_BEG	STEP_END	END_PAYS	END_RATE	COMP_END	PAYS_TOTAL	LONGEVITY	COMP_TOTAL
75100103	BERNIER	26	48	11/16/2014	8H	10	19.953	9,577.56	8I	16	20.352	15,630.38	OK		25,207.94
75100103															8,000.00
															33,207.94
81100101	GAGNON	26	64	10/7/2014	8A	8	17.371	8,893.75	8B	18	17.717	20,410.44	OK		29,304.19
81100101	DANIEL	26	80	7/5/2015	16E	26	27.779	57,779.65	16F	-	28.335	-	OK		57,779.65
															87,083.85
														22,000.00	5,513,769.57